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NINETEENTH ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSIONERS

OF

MASSACHUSETTS.

FROM OCT. 1, 1901, TO SEPT. 30, 1902, INCLUSIVE.

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The State Board of Publication.

CONTENTS.

	PAGE
Names of Board, Officers and Examiners,	5–8
REPORT,	9–11
Appointments,	10
Examinations,	9
Labor Service,	10
APPENDIX,	15
Civil Service Law,	54–69
Examination Papers,	119–170
Forms for appointing Officers,	171
Instructions to Applicants,	106
Regulations,	94–102
Report of Chief Examiner and Secretary,	15–36
Report of Registrar of Labor, Boston,	37–41
Report of Registration Clerk, Cambridge,	45–47
Report of Registration Clerk, Everett,	48, 49
Report of Registration Clerk, New Bedford,	50–52
Report of Registration Clerk, Newton,	53
Report of Registration Clerk, Worcester,	42–44
Rules,	70–93
Schedule of Examinations,	108–118
Special Instructions to Examiners,	103–105

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CIVIL SERVICE COMMISSIONERS.

CHARLES THEODORE RUSSELL, *Chairman*, CAMBRIDGE.
CHARLES H. PORTER, QUINCY.
WINTHROP L. MARVIN, BOSTON.

Chief Examiner.

HENRY SHERWIN, JAMAICA PLAIN.

Secretary.

WARREN P. DUDLEY, BELMONT.

Office of Civil Service Commissioners, Rooms 151, 152, State House, Boston.

Registrar of Labor, — Labor Office, State House, Boston.

WILLIAM L. HICKS.

Registration Clerk, — Labor Office, City Hall, Cambridge.

HARRY L. LINCOLN.

Registration Clerk, — Labor Office, New Bedford.

GEORGE P. BROCK.

Registration Clerk, — Labor Office, City Hall, Newton.

THEODORE A. FLEU.

Registration Clerk, — Labor Office, City Hall, Everett.

Registration Clerk, — Labor Office, City Hall, Worcester.

WILLIAM B. CONNOR.

Examiners.

For the Commonwealth and Boston Services.

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Frederick L. Coburn.
Charles E. Davis, Jr.
Charles R. Brown.
Anne M. Robbins.
Carrie B. Cole.
James W. Ricker.
Elizabeth C. Putnam.
Benjamin Pettee.
Zilpha D. Smith.
James Tucker.
Lemuel Pope.
Xanthus H. Goodnough.
Samuel A. Green.
John F. Tyler.
John H. McCollom.
Russell D. Elliott.
Henry M. Nourse.
Joseph D. Fallon.
William F. Davis.
Henry Manley.
John F. Dever.
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J. Henry Adams.
Alexander Burr.
Charles G. Davis.
Dwight Porter.
S. Everett Tinkham.
William T. Sedgwick.
Frank A. McInnes.
David Craig.
Arthur P. Russell.
Eugene A. Pope.

Augustus H. Brown, M.D., *Physical Examiner.*

Andrew J. Savage, *Examiner in the Use and Handling of Steam.*

Charles A. Legg, *Examiner in Electrical Engineering.*

For the City of Beverly.

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Dudley N. Griffin.
Charles F. Lee.

For the City of Brockton.

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Augustus T. Jones.
Warren Goddard.

For the Town of Brookline.

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William H. White.
Benjamin S. Blanchard.

For the City of Cambridge.

Charles H. Morse, *Secretary.*
Archibald M. Howe.
Michael Corcoran.
William T. Piper.

For the City of Chelsea.

D. Frank Kimball, *Secretary.*
Frank B. Fay.

For the City of Chicopee.

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Alfred L. Pomeroy.

For the City of Everett.

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For the City of Fitchburg.

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Frederick Fosdick.
John E. Dwyer.

For the City of Gloucester.

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Frederick A. Pearce.

EXAMINERS — *Continued.*

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For the City of Holyoke.

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ADDISON L. GREEN.
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JOHN E. FARNHAM.
FRANK A. BAYARD.

For the City of Marlborough.

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For the City of Medford.

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For the City of New Bedford.

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ALBERT B. DRAKE.

For the City of Newburyport.

OLIVER B. MERRILL, *Secretary.*
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JOHN F. YOUNG.

For the City of Newton.

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OSCAR A. ARCHER.

For the City of Northampton.

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MELVIN L. GRAVES.

For the City of Pittsfield.

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MORRIS SCHAFF.
JOSEPH TUCKER.
STEPHEN C. BURTON.

For the City of Quincy.

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HARRY L. RICE.
LUTHER S. ANDERSON.

For the Town of Revere.

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ROGERS DOW.
F. IRVING WESTON.
ALBERT FITZEMEYER.
FRED W. JANVRIN.

EXAMINERS — *Concluded.*

For the City of Salem.

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JOSEPH P. FESSENDEN.

For the City of Somerville.

GEORGE I. VINCENT, *Secretary.*
HORACE C. WHITE.
EDWARD C. BOOTH.

For the City of Springfield.

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ALBERT T. FOLSOM.
FREDERICK H. STEBBINS.

For the City of Taunton.

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ABNER COLEMAN.
JOHN E. BROWNE.

For the City of Waltham.

LUMAN N. HALL, *Secretary.*
CORNELIUS MCCORMICK.
CHARLES F. A. SMITH.

For the City of Woburn.

ALBERT P. BARRETT, *Secretary.*
HERBERT B. DOW.
FRANCIS A. PARTRIDGE.

For the City of Worcester.

FRANK B. HALL, *Secretary.*
JAMES EARLY.
JOHN P. MUNROE.

Commonwealth of Massachusetts.

To the Honorable the Senate and House of Representatives in General Court assembled.

Pursuant to the requirement of section 3 of chapter 19 of the Revised Laws of the Commonwealth, the Civil Service Commissioners submit this their nineteenth annual report, covering the official year from Oct. 1, 1901, to Oct. 1, 1902.

Upon the expiration of his term of office, in July last, Commissioner Porter was reappointed, and qualified and entered upon his duties under his new commission. There has therefore been no change in the personnel of the commission during the year.

In this official year the number of examinations has increased, with the increase in population, in the number of positions within the classified service, and in what the commissioners believe to be a growing tendency upon the part of appointing officers to seek the protection and benefit of the civil service system, and on the part of candidates for public employment to rely more for appointment upon their ability, proved in open competitive examination, than upon political or personal influence.

The number of examinations in the classified public service is as follows: —

General competitive examinations, ...	158
Special competitive examinations, ...	2
Non-competitive examinations, ...	78

The commissioners adhere to their policy before expressed to the Legislature, that non-competitive examinations must be limited to cases required either by express provision of law or by the necessity of special circumstances, and that in

all cases the reason therefor should be reported to the Legislature.

In these 78 cases, 50 were for promotion, where only a non-competitive examination is required; 27 were examinations of applicants for positions as plumbing or gas inspectors, under express statute requirement providing for non-competitive examination; the remaining single case of such non-competitive examination was upon a requisition for a stenographer capable of writing one hundred and fifty words a minute.

During the year covered by this report, 3,418 citizens were examined for the public service of the Commonwealth and her cities, — 565 more than in the previous year. Of those examined, 2,665 were men, including 30 veterans of the war of the rebellion, and 753 were women.

Of the persons thus examined, 2,270 passed the examination. Of those examined, 3,303 applicants had a school education, and 115 claimed to have attended college.

Of those upon the eligible list, 460 men and 95 women were duly certified and appointed to the public service.

Of these, 2 were examined veterans, and received the preference to which under the law they were entitled. In addition, 28 unexamined veterans were appointed under the veteran exemption provided by section 22 of chapter 19 of the Revised Laws.

The average age of the applicants examined was about thirty-seven years.

The Labor Service.

The civil service rules, classifying and taking jurisdiction over the labor service in the Commonwealth, now apply to the cities of Boston, Worcester, Cambridge, New Bedford, Newton and Everett. The rules can be applied to any other of the cities upon vote of the city council and approval of the mayor of any such city.

In Boston, 5,770 men were registered for public labor during the year, of whom 137 were veterans. There were 303 requisitions received, upon which 1,426 certifications

were made for employment, including 220 veterans; from these certifications 375 men were employed.

In Worcester, 1,383 applicants for labor service were registered, including 17 veterans. There were 99 requisitions received, and upon them 1,308 certifications were made, including 14 veterans; 937 men were employed under them, including 11 veterans.

In Cambridge, 617 men were registered, including 17 veterans. There were 25 requisitions made, upon which 320 certifications were made, including 11 veterans; 109 men were employed, including 7 veterans.

In New Bedford, 265 applicants were registered, including 6 veterans. There were 74 requisitions received, and upon them 329 certifications were made, including the 6 veterans; 127 men were employed thereunder, including the veterans.

In Newton, 156 applicants for labor were registered, including 2 veterans. Two requisitions were made and 57 men were certified, including 1 veteran; 25 persons were employed.

In Everett, 152 men were registered, including 5 veterans. There were 15 requisitions received, and upon them 138 certifications were made, including 4 veterans; 70 men, including these veterans, were employed.

The reports, in the Appendix, of the secretary, chief examiner, labor registrar and clerk of labor registration in the above-named cities contain in detail the facts and figures regarding applications, examinations and certifications.

CHAS. THEO. RUSSELL,
CHAS. H. PORTER,
WINTHROP L. MARVIN,
Civil Service Commissioners.

Dec. 12, 1902.

APPENDIX.

APPENDIX.

EXAMINATIONS AND APPOINTMENTS.

From Oct. 1, 1901, to Sept. 30, 1902, inclusive, there were held for the State and Boston services 94 examinations, as follows: —

Competitive Examinations.

For State clerical service,	8	
For Boston clerical service,	8	
For State stenographer-typewriter service,	2	
For Boston stenographer-typewriter service,	2	
For State prison service,	1	
For Boston prison service,	1	
For metropolitan park police service,	1	
For Boston fire service,	3	
For Boston police service,	4	
For Boston drawtender service,	3	
For State foreman and inspection service,	2	
For Boston foreman and inspection service,	5	
For Boston sub-foreman service,	3	
For Boston school janitor service,	1	
For Boston truant officer service,	1	
For State civil engineering service,	2	
For Boston civil engineering service,	4	
	—	51

Non-competitive Examinations.

For State stenographer-typewriter service,	1	
For Boston fire promotion,	4	
For Boston police promotion,	6	
For Boston plumbing inspection service,	16	
For State civil engineering promotion,	8	
For Boston civil engineering promotion,	8	
	—	43

There have been held 144 examinations for original appointments and promotions in the clerical, stenographer-typewriter, police, drawtender, foreman and inspection, sub-foreman, fire, janitor, civil engineering and superin-

tendent services of cities other than Boston, and for plumbing inspection service in cities and towns, under chapter 103 of the Revised Laws, as follows: —

	Number of Examinations.	Number Examined.	
Beverly: —			
Plumbing inspection service,	3	3	
Police service,	2	8	
Civil engineering service,	1	1	
			12
Brockton: —			
Clerical service,	1	4	
Police service,	1	28	
			32
Brookline: —			
Police service,	1	12	
Inspection service,	1	7	
Fire service,	1	12	
			31
Cambridge: —			
Clerical service,	1	24	
Police service,	1	25	
Drawtender service,	1	6	
Foreman and inspection service,	1	4	
Sub-foreman service,	1	5	
Fire service,	1	22	
School janitor service,	1	3	
Civil engineering service,	2	3	
			92
Chelsea: —			
Clerical service,	1	8	
Police service,	1	11	
Civil engineering service,	1	1	
			20
Everett: —			
Clerical service,	1	4	
Police service,	1	3	
Foreman and inspection service,	1	8	
Superintendent service,	1	7	
			22
Fall River: —			
Clerical service,	1	19	
Police service,	1	44	
Foreman and inspection service,	1	1	
			6

	Number of Examinations.	Number Examined.	
Fitchburg: —			
Clerical service,	1	8	
Police service,	1	12	
Police promotion,	1	1	
Foreman and inspection service,	1	1	
Civil engineering service,	1	2	
			24
Gardner: —			
Plumbing inspection service,	4	4	
			4
Gloucester: —			
Clerical service,	1	11	
Police service,	1	3	
Police promotion,	2	2	
			16
Haverhill: —			
Clerical service,	1	4	
Police service,	1	9	
Inspection service,	1	2	
			15
Holyoke: —			
Clerical service,	1	1	
Clerical promotion,	1	1	
Police service,	1	23	
Foreman and inspection service,	1	3	
School janitor service,	1	6	
			34
Lawrence: —			
Police service,	1	22	
			22
Lowell: —			
Clerical service,	1	23	
Clerical promotion,	1	1	
Stenographer-typewriter service,	1	4	
Police service,	1	60	
Police promotion,	2	2	
Foreman and inspection service,	3	34	
Superintendent service,	1	3	
			127
Lynn: —			
Clerical service,	1	8	
Police service,	1	12	
Police promotion,	2	2	
Civil engineering service,	1	1	
			23

	Number of Examinations.	Number Examined.	
Malden: —			
Clerical service,	1	8	
Police service,	1	12	
Police promotion,	1	1	
Foreman and inspection service,	1	1	
			22
Medford: —			
Clerical service,	1	4	
Police service,	1	9	
Superintendent service,	1	5	
			18
Melrose: —			
Clerical service,	1	3	
Police service,	1	3	
Foreman and inspection service,	1	1	
			7
Milton: —			
Fire service,	1	3	
Fire promotion,	1	16	
			19
New Bedford: —			
Clerical service,	1	8	
Police service,	1	12	
Foreman and inspection service,	1	1	
Fire service,	1	7	
			28
Newburyport: —			
Police service,	1	6	
			6
Newton: —			
Clerical service,	1	8	
Police service,	1	11	
Foreman and inspection service,	1	7	
Foreman and inspection promotion,	1	1	
Civil engineering service,	1	1	
			28
Northampton: —			
Police service,	1	2	
Inspection service,	1	3	
			5

	Number of Examinations.	Number Examined.	
Pittsfield: —			
Clerical service,	1	2	
Plumbing inspection service,	2	2	
Sub-foreman service,	1	1	
			5
Quincy: —			
Clerical service,	1	5	
Police service,	1	15	
Foreman and inspection service,	1	2	
Fire service,	1	1	
			23
Revere: —			
Police service,	1	5	
			5
Salem: —			
Police service,	2	17	
			17
Somerville: —			
Clerical service,	1	18	
Police service,	1	27	
Police promotion,	2	2	
Fire service,	1	16	
Fire promotion,	2	2	
			65
Springfield: —			
Clerical service,	1	20	
Police service,	2	26	
Police promotion,	2	2	
Foreman and inspection service,	2	7	
Civil engineering service,	3	4	
Civil engineering promotion,	1	1	
			60
Taunton: —			
Clerical service,	1	2	
Police service,	2	23	
Police promotion,	1	1	
			26
Waltham: —			
Police service,	1	6	
			6
Webster: —			
Plumbing inspection service,	2	2	
			2
Woburn: —			
Clerical service,	1	3	
Police service,	1	4	
Foreman promotion,	1	1	
			8

Worcester: —	Number of Examinations.	Number Examined.	
Clerical service,	1	33	
Clerical promotion,	1	1	
Police service,	1	34	
Foreman and inspection service,	4	47	
Civil engineering service,	4	6	
Civil engineering promotion,	3	3	
			124
			1,012

The whole number of persons examined for original appointments and promotions in the first division is as follows: —

For clerical service,	1,175	
For clerical promotion,	3	
For plumbing inspection service in cities and towns,	27	
For stenographer-typewriter service,	127	
For prison service,	78	
For metropolitan park police service,	26	
For fire service,	228	
For fire promotion,	22	
For police service,	823	
For police promotion,	19	
For drawtender service,	158	
For foreman and inspection service,	386	
For foreman and inspection promotion,	2	
For sub-foreman service,	96	
For school janitor service,	63	
For truant officer service,	22	
For civil engineering service,	128	
For civil engineering promotion,	20	
For superintendent service,	15	
		3,418

The whole number passed is as follows: —

For clerical service, 732, or 62.30 per cent. of those examined.

For clerical promotion, 3, or 100 per cent. of those examined.

For plumbing inspection service in cities and towns, 12, or 44.45 per cent. of those examined.

For stenographer-typewriter service, 63, or 49.61 per cent. of those examined.

For prison service, 66, or 84.62 per cent. of those examined.

For metropolitan park police service, 18, or 69.23 per cent. of those examined.

For fire service, 154, or 67.54 per cent. of those examined.

For fire promotion, 17, or 77.27 per cent. of those examined.

For police service, 570, or 69.26 per cent. of those examined.

For police promotion, 17, or 89.47 per cent. of those examined.
For drawtender service, 132, or 83.54 per cent. of those examined.
For foreman and inspection service, 271, or 70.20 per cent. of those examined.
For foreman and inspection promotion, 2, or 100 per cent. of those examined.
For sub-foreman service, 75, or 78.13 per cent. of those examined.
For school janitor service, 26, or 41.27 per cent. of those examined.
For truant officer service, 15, or 68.18 per cent. of those examined.
For civil engineering service, 75, or 58.59 per cent. of those examined.
For civil engineering promotion, 15, or 75 per cent. of those examined.
For superintendent service, 7, or 46.67 per cent. of those examined.

The whole number of persons appointed from the eligible lists is as follows: —

In the clerical service,	94	
By promotion in the clerical service,	2	
In the plumbing inspection service in cities and towns,	9	
In the stenographer-typewriter service,	32	
In the prison service,	3	
In the metropolitan park police service,	16	
In the fire service,	49	
By promotion in the fire service,	7	
In the police service,	162	
By promotion in the police service,	23	
In the drawtender service,	31	
In the foreman and inspection service,	43	
By promotion in the foreman and inspection service,	3	
In the sub-foreman service,	4	
In the school janitor service,	13	
In the superintendent service,	5	
In the civil engineering service,	43	
By promotion in the civil engineering service,	16	
		555

The average age of all the persons examined is about thirty-seven years.

Of the 2,270 persons who passed the examinations, 90 were college educated.

The whole number of veterans who passed examinations for original appointment is 15; the whole number of original appointments of examined veterans is 2.

The whole number of unexamined veterans appointed is 28.

Following are the figures on which this statement is based: —

Commonwealth Service.

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons Appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State clerical service, ...	8	-	-	201	8	369	98	5	257	6	-	14	3	25.43	59.00	26.07	25.22	33.20	24.54	327	33	206	12
State stenographer-typewriter service.	2	-	1	9	-	40	6	-	20	4	-	21	-	27.50	-	24.30	26.33	-	24.00	26	-	23	-
State prison service, ...	1	-	-	56	3	-	49	1	-	2	-	-	-	31.04	50.00	-	32.71	57.50	-	50	-	9	-
Metropolitan park police service, .	1	-	-	26	-	-	18	-	-	16	-	-	-	29.72	-	-	33.88	-	-	18	-	8	-
State foreman and inspection service.	2	-	-	14	-	-	8	-	-	10	-	-	-	30.75	-	-	40.33	-	-	8	-	6	-
State civil engineering service, .	2	-	-	38	-	-	21	-	-	15	-	-	-	22.76	-	-	20.17	-	-	10	11	16	1
State civil engineering promotion, .	-	-	8	8	-	-	8	-	-	8	-	-	-	27.38	-	-	-	-	-	5	3	-	-
	16	-	9	352	11	409	208	6	277	61	-	35	3	27.80	54.50	25.19	29.77	45.35	24.27	444	47	268	13
	25			772			491			96			3	35.83			33.13			491		281	

Boston Service.

Boston clerical service, . . .	8	-	-	250	2	117	117	-	68	4	-	4	3	26.21	-	22.90	25.92	59.00	22.16	179	6	183	1
Boston stenographer-typewriter service.	2	-	-	9	-	65	5	-	31	2	-	5	-	23.20	-	26.68	26.25	-	22.20	36	-	38	-
Boston prison service, . . .	1	-	-	19	-	-	16	-	-	1	-	-	-	32.44	-	-	35.00	-	-	15	1	3	-
Boston fire service, ...	3	-	-	167	-	-	106	-	-	38	-	-	-	25.15	-	-	25.13	-	-	105	1	60	1
Boston fire promotion, . . .	-	-	4	4	-	-	4	-	-	5	-	-	-	38.00	-	-	-	-	-	4	-	-	-
Boston police service, . . .	4	-	-	339	-	-	213	-	-	49	-	-	-	28.07	-	-	28.40	-	-	212	1	126	-
Boston police promotion, . .	-	-	6	6	-	-	6	-	-	9	-	-	-	35.83	-	-	-	-	-	6	-	-	-
Boston drawtender service, . .	3	-	-	149	3	-	125	1	-	31	-	-	9	34.26	64.00	-	36.96	53.50	-	125	1	26	-
Boston plumbing inspection service,	-	-	16	16	-	-	4	-	-	1	-	-	-	38.50	-	-	33.58	-	-	4	-	12	-
Boston foreman and inspection service.	5	-	-	239	4	-	171	2	-	10	1	-	-	32.32	59.00	-	34.63	58.00	-	173	-	70	-
Boston foreman and inspection promotion.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Boston sub-foreman service, . .	3	-	-	87	3	-	67	3	-	4	-	-	-	32.97	53.67	-	35.00	-	-	70	-	20	-
Boston school janitor service, . .	1	-	-	53	1	-	21	1	-	13	-	-	-	40.48	57.00	-	41.16	-	-	22	-	32	-
Boston truant officer service, . .	1	-	-	22	-	-	15	-	-	-	-	-	-	37.00	-	-	35.14	-	-	15	-	6	1
Boston civil engineering service, .	4	-	-	71	-	-	37	-	-	20	-	-	-	25.73	-	-	22.74	-	-	29	8	31	3
Boston civil engineering promotion,	-	-	8	8	-	-	4	-	-	6	-	-	-	33.00	-	-	36.50	-	-	4	-	4	-
	35	-	34	1,439	13	182	911	7	99	194	1	9	12	32.21	58.42	24.79	32.03	56.83	22.18	999	18	611	6
	69			1,634			1,017			204			12	38.47			37.01			1,017		617	

CLERICAL, STENOGRAPHER-TYPEWRITER, PRISON, DRAWTENDER, FOREMAN, INSPECTION, SUB-FOREMAN, FIRE, JANITOR, CIVIL ENGINEERING AND SUPERINTENDENT SERVICES, CITIES OTHER THAN BOSTON, AND INSPECTORS OF PLUMBING IN CITIES AND TOWNS, UNDER CHAPTER 103 OF THE REVISED LAWS.

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Beverly, clerical,	-	-	-	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-
Beverly, plumbing inspection,	-	-	3	3	-	-	2	-	-	2	-	-	-	42.00	-	-	38.00	-	-	2	-	1	-
Beverly, civil engineering,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	21.00	-	-	-	-	1	-
Brockton, clerical,	1	-	-	1	-	3	1	-	3	-	-	5	-	20.00	-	23.33	-	-	-	4	-	-	-
Brookline, inspection,	1	-	-	7	-	-	6	-	-	-	-	-	-	28.50	-	-	25.00	-	-	5	1	1	-
Brookline, fire,	1	-	-	12	-	-	9	-	-	1	-	-	-	26.67	-	-	26.67	-	-	8	1	3	-
Cambridge, clerical,	1	-	-	2	-	22	1	-	22	-	-	9	-	21.00	-	24.82	27.00	-	-	22	1	1	-
Cambridge, drawtender,	1	-	-	6	-	-	6	-	-	-	-	-	-	30.00	-	-	-	-	-	6	-	-	-
Cambridge, foreman and inspection,	1	-	-	4	-	-	3	-	-	-	-	-	1	36.67	-	-	27.00	-	-	2	1	1	-
Cambridge, sub-foreman,	1	-	-	5	-	-	4	-	-	-	-	-	-	30.75	-	-	39.00	-	-	4	-	1	-
Cambridge, fire,	1	-	-	22	-	-	17	-	-	2	-	-	-	26.41	-	-	26.60	-	-	17	-	5	-

Cambridge, janitor,	1	-	-	3	-	-	1	-	-	-	-	-	-	29.00	-	-	30.50	-	-	1	-	2	-
Cambridge, civil engineering,	2	-	-	3	-	-	2	-	-	2	-	-	-	22.00	-	-	15.00	-	-	1	1	1	-
Chelsea, clerical,	1	-	-	5	1	2	3	-	2	-	-	1	-	28.00	-	21.00	21.50	60.00	-	5	-	3	-
Chelsea, civil engineering,	1	-	-	1	-	-	1	-	-	-	-	-	-	22.00	-	-	-	-	-	-	1	-	-
Everett, clerical,	1	-	-	3	-	1	3	-	1	2	-	2	-	29.67	-	20.00	-	-	-	4	-	-	-
Everett, foreman and inspection,	1	-	-	8	-	-	6	-	-	4	-	-	-	44.50	-	-	30.50	-	-	6	-	2	-
Everett, superintendent,	1	-	-	6	1	-	2	1	-	-	1	-	-	30.00	57.00	-	41.75	-	-	2	1	4	-
Fall River, clerical,	1	-	-	11	-	8	9	-	7	1	-	1	-	27.33	-	20.57	23.50	-	21.00	16	-	3	-
Fall River, prison,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Fall River, foreman and inspection,	1	-	-	1	-	-	1	-	-	-	-	-	-	33.00	-	-	-	-	-	1	-	-	-
Fitchburg, clerk and almoner,	-	1	-	-	-	8	-	-	-	-	-	-	-	-	-	-	-	-	36.13	-	-	7	1
Fitchburg, foreman and inspection,	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	57.00	-	-	-	-	1	-
Fitchburg, civil engineering,	1	-	-	2	-	-	2	-	-	-	-	-	-	21.50	-	-	-	-	-	2	-	-	-
Gardner, plumbing inspection,	-	-	4	4	-	-	2	-	-	2	-	-	-	26.50	-	-	26.50	-	-	2	-	2	-
Gloucester, clerical,	1	-	-	2	-	9	2	-	9	-	-	-	-	18.00	-	25.33	-	-	-	11	-	-	-
Haverhill, clerical,	1	-	-	-	-	4	-	-	4	-	-	1	-	-	-	19.75	-	-	-	4	-	-	-
Haverhill, inspection,	1	-	-	2	-	-	1	-	-	1	-	-	-	37.00	-	-	22.00	-	-	1	-	1	-
Holyoke, clerical,	1	-	-	-	-	1	-	-	1	-	-	-	-	-	-	20.00	-	-	-	1	-	-	-
Holyoke, clerical promotion,	-	-	1	-	-	1	-	-	1	-	-	1	-	-	-	36.00	-	-	-	1	-	-	-
Holyoke, foreman and inspection,	1	-	-	3	-	-	1	-	-	1	-	-	-	42.00	-	-	44.50	-	-	1	-	2	-
Holyoke, janitor,	1	-	-	6	-	-	3	-	-	-	-	-	-	32.00	-	-	38.67	-	-	3	-	3	-
Lowell, clerical,	1	-	-	18	-	5	11	-	4	2	-	-	-	26.18	-	18.50	23.89	-	21.00	13	2	7	1

CLERICAL, STENOGRAPHER-TYPEWRITER, PRISON, DRAWTENDER, FOREMAN, ETC. — *Continued.*

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons Appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Lowell, clerical promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	27.00	-	-	-	-	-	1	-	-	-
Lowell, stenographer-typewriter,	1	-	-	1	-	3	-	-	1	-	-	-	-	-	-	19.00	17.00	-	23.00	1	-	3	-
Lowell, foreman and inspection,	3	-	-	32	2	-	24	1	-	3	-	-	-	37.48	57.50	-	34.56	-	-	24	1	9	-
Lowell, fire,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Lowell, superintendent,	1	-	-	1	2	-	1	-	-	1	-	-	1	29.00	-	-	-	64.50	-	-	1	-	2
Lynn, clerical,	1	-	-	2	-	6	2	-	5	2	-	2	-	25.00	-	31.20	-	-	45.00	7	-	1	-
Lynn, civil engineering,	1	-	-	1	-	-	1	-	-	-	-	-	-	25.00	-	-	-	-	-	1	-	-	-
Malden, clerical,	1	-	-	2	-	6	1	-	6	-	-	1	-	51.00	-	20.83	20.00	-	-	6	1	1	-
Malden, foreman and inspection,	1	-	-	1	-	-	1	-	-	1	-	-	-	52.00	-	-	-	-	-	1	-	-	-
Medford, clerical,	1	-	-	-	-	4	-	-	4	-	-	3	-	-	-	19.00	-	-	-	4	-	-	-
Medford, superintendent,	1	-	-	5	-	-	3	-	-	2	-	-	-	41.33	-	-	42.50	-	-	3	-	2	-
Melrose, clerical,	1	-	-	-	-	3	-	-	3	-	-	-	-	-	-	25.33	-	-	-	3	-	-	-

Melrose, foreman and inspection,	1	-	-	1	-	-	1	-	-	-	-	-	-	51.00	-	-	-	-	-	1	-	-	-
Milton, fire,	1	-	-	3	-	-	3	-	-	1	-	-	-	27.67	-	-	-	-	-	3	-	-	-
Milton, fire promotion,	-	1	-	16	-	-	11	-	-	-	-	-	-	28.27	-	-	29.00	-	-	11	-	5	-
New Bedford, clerical,	1	-	-	5	-	3	3	-	3	3	-	2	-	19.00	-	27.00	38.00	-	-	5	1	2	-
New Bedford, foreman and inspection.	1	-	-	1	-	-	1	-	-	1	-	-	-	33.00	-	-	-	-	-	1	-	-	-
New Bedford, fire,	1	-	-	7	-	-	6	-	-	1	-	-	-	29.50	-	-	31.00	-	-	6	-	1	-
Newburyport, clerical,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Newton, clerical,	1	-	-	1	-	7	1	-	6	-	-	2	-	20.00	-	24.17	-	-	27.00	7	-	1	-
Newton, foreman and inspection,	1	-	-	7	-	-	6	-	-	5	-	-	-	41.50	-	-	27.00	-	-	6	-	1	-
Newton, foreman and inspection promotion.	-	-	1	1	-	-	1	-	-	1	-	-	-	34.00	-	-	-	-	-	1	-	-	-
Newton, civil engineering,	1	-	-	1	-	-	1	-	-	1	-	-	-	21.00	-	-	-	-	-	1	-	-	-
North Adams, civil engineering,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Northampton, clerical,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Northampton, inspection,	1	-	-	3	-	-	2	-	-	-	-	-	-	28.00	-	-	22.00	-	-	2	-	1	-
Pittsfield, clerical,	1	-	-	-	-	2	-	-	2	-	-	1	-	-	-	27.50	-	-	-	2	-	-	-
Pittsfield, plumbing inspection,	-	-	2	2	-	-	2	-	-	2	-	-	-	36.00	-	-	-	-	-	2	-	-	-
Pittsfield, sub-foreman,	1	-	-	1	-	-	1	-	-	-	-	-	-	41.00	-	-	-	-	-	1	-	-	-
Quincy, clerical,	1	-	-	1	-	4	1	-	3	-	-	-	-	36.00	-	18.67	-	-	20.00	4	-	1	-
Quincy, foreman and inspection,	1	-	-	2	-	-	2	-	-	1	-	-	-	50.50	-	-	-	-	-	2	-	-	-
Quincy, fire,	1	-	-	1	-	-	-	-	-	1	-	-	-	-	-	-	31.00	-	-	-	-	1	-
Quincy, superintendent,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Revere, clerical,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-

Clerical, Stenographer-typewriter, Prison, Drawtender, Foreman, etc. — *Concluded.*

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons Appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Salem, clerical,	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-
Salem, superintendent,	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Somerville, clerical,	1	-	-	7	-	11	3	-	10	3	-	5	-	20.67	-	20.50	27.75	-	18.00	10	3	5	-
Somerville, fire,	1	-	-	16	-	-	13	-	-	4	-	-	-	27.46	-	-	29.67	-	-	13	-	3	-
Somerville, fire promotion,	-	-	2	2	-	-	2	-	-	2	-	-	-	35.00	-	-	-	-	-	2	-	-	-
Springfield, clerical,	1	-	-	-	-	20	-	-	18	-	-	4	-	-	-	26.94	-	-	31.50	18	-	2	-
Springfield, foreman and inspection,	2	-	-	7	-	-	6	-	-	4	-	-	-	40.00	-	-	49.00	-	-	6	-	1	-
Springfield, civil engineering,	3	-	-	4	-	-	4	-	-	3	-	-	-	20.00	-	-	-	-	-	3	1	-	-
Springfield, civil engineering promotion.	-	-	1	1	-	-	1	-	-	1	-	-	-	32.00	-	-	-	-	-	1	-	-	-
Taunton, clerical,	1	-	-	1	-	1	1	-	1	-	-	1	-	20.00	-	35.00	-	-	-	2	-	-	-
Waltham, clerical,	-	-	-	-	-	-	-	-	-	-	-	1	2	-	-	-	-	-	-	-	-	-	-
Webster, plumbing inspection,	-	-	2	2	-	-	2	-	-	2	-	-	-	34.00	-	-	-	-	-	2	-	-	-

Woburn, clerical, ...	1	-	-	1	-	2	-	-	1	-	-	1	-	-	-	20.00	46.00	-	23.00	1	-	2	-
Woburn, foreman and inspection promotion.	-	-	1	1	-	-	1	-	-	1	-	-	-	23.00	-	-	-	-	-	1	-	-	-
Worcester, clerical, ...	1	-	-	8	-	25	7	-	23	2	-	5	-	26.00	-	22.26	19.00	-	20.00	29	1	3	-
Worcester, clerical promotion, .	-	-	1	-	-	1	-	-	1	-	-	-	-	-	-	35.00	-	-	-	1	-	-	-
Worcester, foreman and inspection,	4	-	-	47	-	-	28	-	-	1	-	-	-	29.89	-	-	34.26	-	-	27	1	18	1
Worcester, civil engineering, . .	4	-	-	6	-	-	6	-	-	1	-	-	-	24.83	-	-	-	-	-	1	5	-	-
Worcester, civil engineering promotion.	-	-	3	3	-	-	2	-	-	1	-	-	-	26.50	-	-	31.00	-	-	2	-	-	1
	73	2	22	347	6	162	251	2	141	76	1	51	9	30.72	57.25	24.07	30.90	62.25	25.97	370	24	115	6
	97			515			394			127			9	37.35			39.71			394		121	

Police Service, Cities Other than Boston.

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Beverly,	2	-	-	8	-	-	8	-	-	7	-	-	-	34.25	-	-	-	-	-	8	-	-	-
Brockton,	1	-	-	28	-	-	21	-	-	3	-	-	-	29.67	-	-	28.42	-	-	21	-	7	-
Brookline,	1	-	-	12	-	-	10	-	-	4	-	-	-	28.20	-	-	29.00	-	-	10	-	2	-
Cambridge,	1	-	-	25	-	-	13	-	-	3	-	-	-	28.07	-	-	29.33	-	-	13	-	12	-
Chelsea,	1	-	-	11	-	-	9	-	-	-	-	-	-	33.67	-	-	28.00	-	-	9	-	2	-
Chicopee,	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Everett,	1	-	-	3	-	-	2	-	-	5	-	-	-	26.50	-	-	35.00	-	-	2	-	1	-
Fall River,	1	-	-	44	-	-	30	-	-	2	-	-	-	27.67	-	-	29.07	-	-	30	-	14	-
Fitchburg,	1	-	-	12	-	-	12	-	-	10	-	-	1	29.17	-	-	-	-	-	12	-	-	-
Fitchburg, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	41.00	-	-	-	-	-	1	-	-	-
Gloucester,	1	-	-	3	-	-	3	-	-	3	-	-	-	29.67	-	-	-	-	-	3	-	-	-
Gloucester, promotion,	-	-	2	2	-	-	1	-	-	2	-	-	-	29.00	-	-	54.00	-	-	1	-	1	-

Haverhill,	1	-	-	9	-	-	8	-	-	-	-	-	-	30.63	-	-	32.00	-	-	8	-	1	-
Holyoke,	1	-	-	23	-	-	18	-	-	3	-	-	-	27.33	-	-	26.80	-	-	18	-	5	-
Lawrence,	1	-	-	22	-	-	18	-	-	-	-	-	-	29.61	-	-	33.50	-	-	17	1	4	-
Lowell,	1	-	-	60	-	-	30	-	-	-	-	-	-	27.57	-	-	28.93	-	-	30	-	30	-
Lowell, promotion,	-	-	2	2	-	-	2	-	-	2	-	-	-	47.50	-	-	-	-	-	2	-	-	-
Lynn,	1	-	-	12	-	-	9	-	-	5	-	-	1	31.33	-	-	33.67	-	-	9	-	3	-
Lynn, promotion,	-	-	2	2	-	-	2	-	-	3	-	-	-	35.00	-	-	-	-	-	2	-	-	-
Malden,	1	-	-	12	-	-	8	-	-	4	-	-	-	31.88	-	-	30.25	-	-	8	-	4	-
Malden, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	39.00	-	-	-	-	-	1	-	-	-
Medford,	1	-	-	9	-	-	9	-	-	3	-	-	-	30.56	-	-	-	-	-	9	-	-	-
Melrose,	1	-	-	3	-	-	3	-	-	-	-	-	-	27.67	-	-	-	-	-	3	-	-	-
New Bedford,	1	-	-	12	-	-	10	-	-	13	-	-	-	26.80	-	-	34.00	-	-	10	-	2	-
Newburyport,	1	-	-	6	-	-	5	-	-	4	-	-	-	30.00	-	-	23.00	-	-	5	-	1	-
Newton,	1	-	-	11	-	-	9	-	-	1	-	-	-	27.56	-	-	27.00	-	-	9	-	2	-
North Adams,	-	-	-	-	-	-	-	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Northampton,	1	-	-	2	-	-	2	-	-	1	-	-	-	35.00	-	-	-	-	-	2	-	-	-
Pittsfield,	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Quincy,	1	-	-	15	-	-	14	-	-	6	-	-	-	31.21	-	-	25.00	-	-	14	-	1	-
Revere,	1	-	-	5	-	-	5	-	-	-	-	-	-	28.60	-	-	-	-	-	5	-	-	-
Salem,	2	-	-	17	-	-	15	-	-	-	-	-	-	28.20	-	-	27.50	-	-	15	-	2	-
Somerville,	1	-	-	27	-	-	20	-	-	8	-	-	-	28.20	-	-	29.43	-	-	20	-	7	-
Somerville, promotion,	-	-	2	2	-	-	2	-	-	3	-	-	-	44.50	-	-	-	-	-	2	-	-	-

Police Service, Cities Other than Boston — *Concluded.*

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons Appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
Springfield,	2	-	-	26	-	-	17	-	-	9	-	-	-	29.29	-	-	35.22	-	-	17	-	9	-
Springfield, promotion,	-	-	2	2	-	-	1	-	-	1	-	-	-	44.00	-	-	45.00	-	-	1	-	1	-
Taunton,	2	-	-	23	-	-	17	-	-	1	-	-	1	31.06	-	-	31.67	-	-	17	-	6	-
Taunton, promotion,	-	-	1	1	-	-	1	-	-	1	-	-	-	38.00	-	-	-	-	-	1	-	-	-
Waltham,	1	-	-	6	-	-	4	-	-	-	-	-	-	25.00	-	-	24.50	-	-	4	-	2	-
Woburn,	1	-	-	4	-	-	3	-	-	-	-	-	-	37.33	-	-	30.00	-	-	3	-	1	-
Worcester,	1	-	-	34	-	-	25	-	-	10	-	-	-	28.36	-	-	27.67	-	-	25	-	9	-
	34	-	13	497	-	-	368	-	-	127	-	-	3	32.05	-	-	31.12	-	-	367	1	129	-
	47			497			368			127			3	32.05			31.12			368		129	

Summary.

State clerical service, . . .	8	-	-	201	8	369	98	5	257	6	-	14	3	25.43	59.00	26.07	25.22	33.20	24.54	327	33	206	12
Boston clerical service, . . .	8	-	-	250	2	117	117	-	68	4	-	4	3	26.21	-	22.90	25.92	59.00	22.16	179	6	183	1
Other cities, clerical service, . .	22	1	-	70	1	157	49	-	138	16	-	50	5	25.86	-	23.53	27.40	60.00	26.26	178	9	39	2
Other cities, clerical promotion, .	-	-	3	1	-	2	1	-	2	1	-	1	-	27.00	-	35.50	-	-	-	3	-	-	-
State stenographer-typewriter service.	2	-	1	9	-	40	6	-	20	4	-	21	-	27.50	-	24.30	26.33	-	24.00	26	-	23	-
Boston stenographer-typewriter service.	2	-	-	9	-	65	5	-	31	2	-	5	-	23.20	-	26.68	26.25	-	22.20	36	-	38	-
Other cities, stenographer-typewriter service.	1	-	-	1	-	3	-	-	1	-	-	-	-	-	-	19.00	17.00	-	23.00	1	-	3	-
State prison service, ...	1	-	-	56	3	-	49	1	-	2	-	-	-	31.04	50.00	-	32.71	57.50	-	50	-	9	-
Boston prison service, . . .	1	-	-	19	-	-	16	-	-	1	-	-	-	32.44	-	-	35.00	-	-	15	1	3	-
Other cities, prison service, . .	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Metropolitan park police service, .	1	-	-	26	-	-	18	-	-	16	-	-	-	29.72	-	-	33.88	-	-	18	-	8	-
Boston fire service, ...	3	-	-	167	-	-	106	-	-	38	-	-	-	25.15	-	-	25.13	-	-	105	1	60	1
Boston fire promotion, . . .	-	-	4	4	-	-	4	-	-	5	-	-	-	38.00	-	-	-	-	-	4	-	-	-
Boston police service, . . .	4	-	-	339	-	-	213	-	-	49	-	-	-	28.07	-	-	28.40	-	-	212	1	126	-
Boston police promotion, . .	-	-	6	6	-	-	6	-	-	9	-	-	-	35.83	-	-	-	-	-	6	-	-	-
Other cities, police service, . .	34	-	-	484	-	-	357	-	-	113	-	-	3	29.34	-	-	29.52	-	-	356	1	127	-
Other cities, police promotion, .	-	-	13	13	-	-	11	-	-	14	-	-	-	39.75	-	-	49.50	-	-	11	-	2	-
Boston drawtender service, . .	3	-	-	149	3	-	125	1	-	31	-	-	9	34.26	64.00	-	36.96	53.50	-	125	1	26	-
Other cities, drawtender service, .	1	-	-	6	-	-	6	-	-	-	-	-	-	30.00	-	-	-	-	-	6	-	-	-

Summary — *Concluded.*

	Number of Examinations.			Number Examined.			Number Passed.			Number of Examined Persons appointed from the Eligible Lists.			Number of Unexamined Veterans appointed.	Average Age of Those Passed.			Average Age of Those Failed.			Education of Those Passed.		Education of Those Failed.	
	General Competitive.	Special Competitive.	Non-competitive.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.		Male Civilians.	Veterans.	Females.	Male Civilians.	Veterans.	Females.	Common School.	College.	Common School.	College.
State foreman and inspection service.	2	-	-	14	-	-	8	-	-	10	-	-	-	30.75	-	-	40.33	-	-	8	-	6	-
Boston foreman and inspection service.	5	-	-	239	4	-	171	2	-	10	1	-	-	32.32	59.00	-	34.63	58.00	-	173	-	70	-
Boston foreman and inspection promotion.	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Boston sub-foreman service, . .	3	-	-	87	3	-	67	3	-	4	-	-	-	32.97	53.67	-	35.00	-	-	70	-	20	-
Other cities, foreman and inspection service.	22	-	-	127	2	-	89	1	-	22	-	-	1	37.81	52.00	-	35.93	-	-	86	4	38	1
Other cities, foreman and inspection promotion.	-	-	2	2	-	-	2	-	-	2	-	-	-	28.50	-	-	-	-	-	2	-	-	-
Other cities, sub-foreman service, .	2	-	-	6	-	-	5	-	-	-	-	-	-	35.88	-	-	39.00	-	-	5	-	1	-
*Boston plumbing inspection service.	-	-	16	16	-	-	4	-	-	1	-	-	-	38.50	-	-	33.58	-	-	4	-	12	-
*Other cities, plumbing inspection service.	-	-	11	11	-	-	8	-	-	8	-	-	-	34.62	-	-	32.25	-	-	8	-	3	-
Boston school janitor service, .	1	-	-	53	1	-	21	1	-	13	-	-	-	40.48	57.00	-	41.16	-	-	22	-	32	-
Other cities, school janitor service, .	2	-	-	9	-	-	4	-	-	-	-	-	-	30.50	-	-	39.09	-	-	4	-	5	-
Other cities, fire service, . . .	6	-	-	61	-	-	48	-	-	11	-	-	-	27.54	-	-	28.99	-	-	47	1	13	-

Other cities, fire promotion, . .	-	1	2	18	-	-	13	-	-	2	-	-	-	31 64	-	-	29.00	-	-	13	-	5	-
Boston truant officer service, . .	1	-	-	22	-	-	15	-	-	-	-	-	-	37.00	-	-	35.14	-	-	15	-	6	1
State civil engineering service, .	2	-	-	38	-	-	21	-	-	15	-	-	-	22.76	-	-	20.17	-	-	10	11	16	1
State civil engineering promotion, .	-	-	8	8	-	-	8	-	-	8	-	-	-	27.38	-	-	-	-	-	5	3	-	-
Boston civil engineering service, .	4	-	-	71	-	-	37	-	-	20	-	-	-	25.73	-	-	22.74	-	-	29	8	31	3
Boston civil engineering promotion,	-	-	8	8	-	-	4	-	-	6	-	-	-	33.00	-	-	36.50	-	-	4	-	4	-
Other cities, superintendent service.	3	-	-	12	3	-	6	1	-	4	1	-	2	33.44	57.00	-	42.13	64.50	-	5	2	6	2
Other cities, civil engineering service.	14	-	-	19	-	-	17	-	-	8	-	-	-	22.33	-	-	18.00	-	-	9	8	2	-
Other cities, civil engineering promotion.	-	-	4	4	-	-	3	-	-	2	-	-	-	29.25	-	-	31.00	-	-	3	-	-	1
Aids to State Fire Marshal service,	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-
	158	2	78	2,635	30	753	1,738	15	517	458	2	95	28	30.84	56.46	25.43	31.68	55.10	23.69	2,180	90	1,123	25
	238			3,418			2,270			555			28	37.58			36.82			2,270		1,148	

* The non-competitive examinations of inspectors of plumbing are held in accordance with chapter 103 of the Revised Laws.

Non-competitive Examination.

During the year only one non-competitive examination has been held for original appointment to a position within the civil service classification, which was of a stenographer-typewriter, where the special qualification required was the ability to write one hundred fifty words a minute.

Respectfully submitted,

WARREN P. DUDLEY,
Secretary.

HENRY SHERWIN,
Chief Examiner.

LABOR SERVICE IN BOSTON.

During the year ending Sept. 30, 1902, 303 requisitions for laborers and mechanics were received from the several departments of the city of Boston. Of these requisitions, 108 were subsequently cancelled, upon which had been certified 445 names, 158 being those of veterans, 287 being those of others who were not veterans.

Whole number of applications received,		5,770
Number of names restored from previous years,	3,051	
Applicants registered during the year,	2,719	
Whole number of persons registered,		5,770
Number registered with credit as veterans,	137	
Number registered without credit as veterans,	5,633	
		5,770
Percentage registered having credit as veterans,		2.4
Percentage registered without credit as veterans,		97 6
Number of requisitions received,		303
Number of persons certified once,	796 =	796
Number of persons certified twice,	179 =	358
Number of persons certified three times,	39 =	117
Number of persons certified four times,	24 =	96
Number of persons certified five times,	3 =	15
Number of persons certified six times,	=	36
Number of persons certified eight times,	1 =	8
Whole number of persons certified,	1,048	
Whole number of certifications,		1,426

Of the whole number of certifications there were of veterans, ... 220, or 15.4 per cent.
Of the whole number of certifications there were of others, not veterans, ... 1,206, or 84.6 per cent.

Number of persons employed (veterans), . . .	12	
Number of persons employed (not veterans), . .	380	
		392

Percentage employed of veterans registered, ...	8.80
Percentage employed of others (not veterans) registered, . .	6.70
Percentage employed of whole number registered, . . .	6.80
Percentage employed of veterans certified, ...	5.50
Percentage employed of others (not veterans) certified, . .	31.51
Percentage employed of whole number certified, ...	27.49

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	Illegally employed.	No Cause assigned.	Total discharged.
Street,	-	7	1	-	34	-	-	323	105	2	472
Water,	1	3	1	1	9	3	1	-	-	-	19
Institutions,	-	13	1	1	-	2	3	-	-	3	23
Park,	1	-	-	-	5	1	5	3	-	-	15
Fire,	-	3	-	-	1	-	-	-	-	-	4
Public grounds,	-	-	-	-	-	-	13	2	-	-	15
Hospital,	1	-	-	-	-	-	-	-	-	-	1
Insane hospital,	-	-	-	-	-	-	1	-	-	-	1
Police,	-	-	-	-	-	-	-	-	-	2	2
Health,	-	-	-	-	-	-	1	-	-	2	3
Lamp,	-	-	-	-	-	-	-	-	-	-	1
Cemetery,	-	-	-	-	2	-	1	-	-	-	3
Street commissioners,	-	-	-	-	-	-	1	-	-	-	1
Baths,	-	-	-	-	-	-	6	-	-	-	6
Children's institutions,	-	-	-	-	-	-	1	-	-	-	1
Totals,	3	26	3	2	51	6	33	329	105	9	567

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified, 1901-1902.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1902.				
						From register of 1901-1902.		Restored from Previous Rolls.	Transferred from Other Departments.	Totals.
			Veterans.	Others.		Veterans.	Others.			
Street,	222	500	156	745	901	6	199	–	26	231
Water,	9	10	1	16	17	1	8	1	2	12
Pauper institutions,	29	36	40	79	119	3	28	1	4	36
Park,	7	7	–	19	19	–	6	–	1	7
Fire,	5	5	15	14	29	–	5	–	–	5
Public grounds,	4	113	1	267	268	1	98	–	–	99
Insane hospital,	2	4	–	6	6	–	3	–	–	3
Children's institutions,	1	1	–	–	–	–	–	–	–	–
Police,	3	6	5	9	14	1	4	–	–	5
Health,	6	8	–	14	14	–	9	–	–	9
Baths,	2	6	–	11	11	–	6	–	–	6
Cemetery,	11	15	2	21	23	–	11	–	–	11
Street commissioners,	1	1	–	2	2	–	–	–	–	–
Election commissioners,	1	3	–	3	3	–	3	1	–	4
Totals,	303	715	220	1,206	1,426	12	380	3	33	428

The several registration clerks in the cities outside of Boston, where the civil service labor rules apply, have filed reports of the work in their respective cities, which are hereto annexed.

Respectfully submitted,

WILLIAM L. HICKS,
Registrar of Labor.

LABOR SERVICE IN WORCESTER.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1902.

Whole number of applications received,		1,383
Number of names restored from previous years,	675	
Applicants registered during the year,	708	
Whole number of persons registered,		1,383
Number registered with credit as veterans,	24	
Number registered without credit as veterans,	1,359	
		1,383
Percentage registered having credit as veterans,		1.74
Percentage registered without credit as veterans,		98.26
Number of requisitions received,		99
Number of persons certified once,	905 =	905
Number of persons certified twice,	157 =	314
Number of persons certified three times,	23 =	69
Number of persons certified four times,	5 =	20
Whole number of persons certified,	1,090	
Whole number of certifications,		1,308

Of the whole number of certifications there were of veterans, ... 14, or 1.07 per cent

Of the whole number of certifications there were of others, not veterans, ... 1,294, or 98.93 per cent.

Number of persons employed (veterans),	11	
Number of persons employed (not veterans),	926	
		937
Percentage employed of veterans registered,		45.83
Percentage employed of others (not veterans) registered,		68.14
Percentage employed of whole number registered,		67.75
Percentage employed of veterans certified,		78.57
Percentage employed of others (not veterans) certified,		71.56
Percentage employed of whole number certified,		71.64

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Buildings, ...	46	8	1	1	–	6	–	–	–	–	62
City hall, ...	–	–	–	–	–	–	–	–	–	–	–
Parks, ...	4	5	–	2	–	–	–	–	–	–	11
Sewer, ...	44	65	3	6	–	115	3	–	–	–	236
Street, ...	–	–	–	–	–	–	–	–	–	–	–
Water, ...	43	138	5	43	–	1	2	–	–	–	232
Totals, ...	137	216	9	52	–	122	5	–	–	–	541

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified, 1901-1902.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1902.				
						From register of 1901-1902.		Restored from Previous Rolls.	Transferred from Other Departments.	Totals.
			Veterans.	Others.		Veterans.	Others.			
Buildings,	23	64	4	110	114	4	68	–	1	73
City hall,	1	1	–	1	1	–	1	–	–	1
Parks,	10	24	3	31	34	2	20	–	–	22
Sewer,	25	290	2	501	503	2	394	–	1	397
Street,	15	30	5	58	63	3	25	–	3	31
Water,	25	340	–	593	593	–	418	–	–	418
Totals,	99	749	14	1,294	1,308	11	926	–	5	942

Respectfully,

WILLIAM B. CONNOR,

Registration Clerk.

LABOR SERVICE IN CAMBRIDGE.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1902.

Whole number of applications received,		617
Number of names restored from previous years,	347	
Applicants registered during the year,	270	
Whole number of persons registered,		617
Number registered with credit as veterans,	17	
Number registered without credit as veterans,	600	
		617
Percentage registered having credit as veterans,		2.75
Percentage registered without credit as veterans,		97.25
Number of requisitions received,		25
Number of persons certified once,	231 =	231
Number of persons certified twice,	40 =	80
Number of persons certified three times,	3 =	9
Whole number of persons certified,	274	
Whole number of certifications,		320

Of the whole number of certifications there were of veterans, ... 11, or 3.44 per cent.
Of the whole number of certifications there were of others, not veterans, ... 309, or 96.56 per cent.

Number of persons employed (veterans),	7	
Number of persons employed (not veterans),	102	
		109
Percentage employed of veterans registered,		41.17
Percentage employed of others (not veterans) registered,		17.00
Percentage employed of whole number registered,		17.66
Percentage employed of veterans certified,		63.63
Percentage employed of others (not veterans) certified,		33.00
Percentage employed of whole number certified,		34.06

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Cemetery,	–	1	–	–	1	–	–	–	–	–	2
City home (almshouse),	–	–	–	–	–	–	–	–	–	–	–
Health,	–	–	–	–	–	–	–	–	–	–	–
Park,	1	2	1	1	1	–	–	8	–	–	14
Police (drivers, patrol),	–	–	–	–	–	–	–	–	–	–	–
Police (drivers, ambulance),	–	–	–	–	–	–	–	–	–	–	–
Public property (schools),	5	–	–	–	–	–	–	–	–	–	5
Sewer,	–	1	–	–	2	–	1	16	–	–	20
Street,	–	9	3	–	5	–	–	20	–	–	37
Water,	4	19	2	–	2	23	–	–	–	–	50
Totals,	10	32	6	1	11	23	1	44	–	–	128

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified, 1901-1902.		Total Number certified.	Number of Men employed during the year ending Sept. 30, 1902.				
						From register of 1901-1902.		Restored from Previous Rolls.	Transferred from Other Departments.	Totals.
			Veterans.	Others.		Veterans.	Others.			
Cemetery,	1	4	–	8	8	–	6	–	–	6
City home (almshouse),	3	20	1	19	20	–	11	–	–	11
Health,	–	–	–	–	–	–	–	–	1	1
Park,	6	49	1	47	48	–	9	–	–	9
Police (drivers, patrol),	–	–	–	–	–	–	–	–	–	–
Police (drivers, ambulance),	–	–	–	–	–	–	–	–	–	–
Public property (schools),	6	8	2	12	14	2	5	–	–	7
Sewer,	1	8	–	16	16	–	1	–	–	1
Street,	3	48	6	81	87	4	39	–	–	43
Water,	5	64	1	126	127	1	31	–	–	32
Totals,	25	201	11	309	320	7	102	–	1	110

Respectfully,

HARRY L. LINCOLN,

Registration Clerk.

LABOR SERVICE IN EVERETT.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1902.

Whole number of applications received,		152
Number of names restored from previous years,	43	
Applicants registered during the year,	109	
Whole number of persons registered,		152
Number registered with credit as veterans,	5	
Number registered without credit as veterans,	147	
		152
Percentage registered having credit as veterans,		3.29
Percentage registered without credit as veterans,		96.71
Number of requisitions received,		15
Number of persons certified once,	78 =	78
Number of persons certified twice,	19 =	38
Number of persons certified three times,	6 =	18
Number of persons certified four times,	1 =	4
Whole number of persons certified,	104	
Whole number of certifications,		138

Of the whole number of certifications there were of veterans, ... 4, or 2.90 per cent.
Of the whole number of certifications there were of others, not veterans, ... 134, or 97.10 per cent.

Number of persons employed (veterans),	4	
Number of persons employed (not veterans),	66	
		70
Percentage employed of veterans registered,		80.00
Percentage employed of others (not veterans) registered,		44.90
Percentage employed of whole number registered,		46.05
Percentage employed of veterans certified,		100.00
Percentage employed of others (not veterans) certified,		49.25
Percentage employed of whole number certified,		50.72

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Board of public works, . .	–	–	–	–	–	34	–	–	–	–	34

Recapitulation.

DEPARTMENTS.	Requisitions.	Number of Men called for.	Number of Men certified, 1901-1902.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1902.				
						From register of 1901-1902.		Restored from Previous Rolls.	Transferred from Other Departments.	Totals.
			Veterans.	Others.		Veterans.	Others.			
Board of public works, ...	15	72	4	134	138	4	66	–	–	70

Respectfully,

LEONARD F. GLAVIN,

Registration Clerk.

LABOR SERVICE IN NEW BEDFORD.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1902.

Whole number of applications received,		265
Number of names restored from previous years,	55	
Applicants registered during the year,	210	
Whole number of persons registered,		265
Number registered with credit as veterans,	6	
Number registered without credit as veterans,	259	
		265
Percentage registered having credit as veterans,		2.27
Percentage registered without credit as veterans,		97.73
Number of requisitions received,		74
Number of persons certified once,	192 =	192
Number of persons certified twice,	46 =	92
Number of persons certified three times,	15 =	45
Whole number of persons certified,	253	
Whole number of certifications,		329

Of the whole number of certifications there were of veterans, ... 6, or 1.82 per cent.
Of the whole number of certifications there were of others, not veterans, ... 323, or 98.18 per cent.

Number of persons employed (veterans),	6	
Number of persons employed (not veterans),	121	
		127
Percentage employed of veterans registered,		100.00
Percentage employed of others (not veterans) registered,		46.70
Percentage employed of whole number registered,		47.92
Percentage employed of veterans certified,		100.00
Percentage employed of others (not veterans) certified,		37.42
Percentage employed of whole number certified,		38.62

Discharges.

DEPARTMENTS.	Lack of Work.	Resigned and withdrew.	Bad Habits.	Incompetent and Unsatisfactory.	Died.	Failed to report and declined.	Transferred to Other Departments.	Not having been employed for Six Months.	By Order of Civil Service Commission.	For Promotion.	Total discharged.
Public works, ...	1	1	2	–	3	–	1	85	–	–	93
Cemetery, ...	–	5	–	2	1	–	1	–	–	–	9
Water, ...	–	–	–	–	–	–	1	–	–	–	1
Poor, ...	–	1	–	–	–	–	–	–	–	–	1
Park, ...	–	2	2	–	–	–	3	4	–	–	11
Totals, ...	1	9	4	2	4	–	6	89	–	–	115

Recapitulation.

Departments.	Requisitions.	Number of Men called for.	Number of Men certified, 1901-1902.		Total Number certified.	Number of Men employed during the Year ending Sept. 30, 1902.				
						From register of 1901-1902.		Restored from Previous Rolls.	Transferred from Other Departments.	Totals.
			Veterans.	Others.		Veterans.	Others.			
Public works,	53	92	5	255	260	5	86	–	3	94
Cemetery,	7	12	–	22	22	–	11	–	2	13
Water,	2	2	–	4	4	–	2	–	–	2
Poor,	–	–	–	–	–	–	–	–	–	–
Park,	12	22	1	42	43	1	22	–	1	24
Totals,	74	128	6	323	329	6	121	–	6	133

Respectfully,

GEORGE P. BROCK,

Registration Clerk.

LABOR SERVICE IN NEWTON.

To WILLIAM L. HICKS, *Registrar of Labor, Civil Service Commission, State House, Boston, Mass.*

SIR: — I herewith submit a full and complete report of the business of my office for the year ending Sept. 30, 1902.

The whole number of applications received during the year was 156, including the names of 79 persons restored from previous years.

Two veterans have applied for registration during the current year.

There have been two requisitions received from the street department, calling for 50 names, and upon them 57 names were certified, including 1 veteran.

From the list of names certified 25 persons were selected for employment.

Nine names have been dropped from the list of employees during the year; 8 from the street department, 3 of whom were incompetent, 3 died and 2 failed to report. One was dropped from the water department because of death.

Respectfully submitted,

THEODORE A. FLEU,
Registration Clerk.

Commonwealth of Massachusetts.

[Revised Laws, Chapter 19.]

OF THE CIVIL SERVICE.

CIVIL SERVICE COMMISSION AND OFFICERS.

Civil service commission. 1884, 320, § 1. 138 Mass. 603.

Section 1. The governor shall annually, in May or June, with the advice and consent of the council, appoint a civil service commissioner for a term of three years from the first Monday of July following. All appointments shall be so made that not more than two commissioners shall at the time of any appointment be members of the same political party. Each commissioner shall be paid five dollars for each day's service and his travelling and other expenses incurred in the performance of his official duties.

Chief examiner, secretary, etc. 1884, 320, § 20. 1888, 41. 1889, 177, 351. 1895, 376. [1 Op. A. G. 382.]

Section 2. The commissioners may appoint a chief examiner, who, under their direction, shall superintend any examination held under the provisions of this chapter and perform such other duties as they may prescribe. He shall receive an annual salary of three thousand dollars, and travelling expenses incurred in the performance of his official duties. They may appoint a secretary who shall receive an annual salary of two thousand dollars. They may appoint a registrar of labor, who shall, under their direction, supervise the administration of civil service rules applicable to the public labor service of the commonwealth or of any city thereof. He shall receive an annual salary of two thousand dollars, and his travelling expenses. They may incur other expenses not exceeding the annual appropriation therefor.

Witnesses and testimony. 1891, 140.

Section 3. The commissioners or any of them, in an investigation by them, may summon witnesses, administer oaths and

take testimony. The fees of such witnesses shall be the same as for witnesses before the superior court, and shall be paid from the appropriation for the incidental expenses of the commissioners.

See also R. L. 175, § 10.

SECTION 4. They may designate persons in the official service of the commonwealth or of any city or of any town wherein this chapter is in force, who shall, with the consent of the head of department or office in which any such person serves, act as examiners of applicants for public employment. But no person shall serve as such examiner when any relative or connection by marriage, within the degree of first cousin, shall be an applicant.

Examiners. 1884, 320, § 20.

SECTION 5. They shall keep records of their proceedings and of examinations made by them or under their authority. Recommendations of applicants received by them or by any officer authorized to make appointments or to employ laborers or others, within the scope of such rules, shall be preserved. Such records and recommendations shall, under regulations approved by the governor and council, be open to public inspection. The commissioners shall from time to time suggest to the general court appropriate legislation for the administration and improvement of the civil service and shall annually before the tenth day of January make a report which shall contain any rules adopted under the provisions of this chapter.

Records and annual report. 1884, 320, §§ 2, 23. Amended by c. 308, Acts of 1902.

RULES.

SECTION 6. The commissioners shall from time to time prepare rules regulating the selection of persons to fill appointive positions in the government of the commonwealth and of the several cities thereof and the selection of persons to be employed as laborers or otherwise in the service of the commonwealth and said several cities, and altering, rescinding, amending or adding to the rules now established. Such rules may be of general or limited application and shall take effect only when approved by the governor and council.

Rules. 1884, 320, § 2. 143 Mass. 589. 145 Mass. 587, 589.

SECTION 7. The rules heretofore prepared by the commissioners and now in force shall continue in force, and such rules, and those hereafter prepared by them and approved by the governor and council shall be administered by the commissioners.

Application of rules. 1884, 320, § 14. 1895, 501, § 1. 1896, 517, § 8. 138 Mass. 603. 145 Mass 590. 178 Mass. 186.

They shall not be inconsistent with law, may be of general or limited application and shall include provisions for: —

The classification of the positions and employments to be filled.

Open competitive and other examinations to test the practical fitness of applicants.

The filling of vacancies in and the selection of persons for public positions and employments in accordance with the results of such examinations, or in the order of application, or otherwise.

Promotions, if practicable, on the basis of ascertained merit in the examination and seniority of service.

A period of probation before an appointment or employment is made permanent.

Preference to veterans in appointment and promotion.

Printing and distribution of rules. 1884, 320, § 19. 1888, 253.

SECTION 8. Changes in the rules shall forthwith, when approved, be printed for distribution, and a certified copy thereof sent to the mayor of each city and the selectmen of each town to which such changes relate, and shall be published in one or more newspapers. In such publication the date when such changes shall take effect shall be specified, which date shall be not less than sixty days subsequent to the date of such publication.

Officers not affected. 1884, 320, § 15. 1893, 95. 1896, 502. [1 Op. A. G. 72, 194.] 178 Mass. 186.

SECTION 9. Judicial officers and officers elected by the people or by a city council, or whose appointment is subject to confirmation by the executive council or city council of any city, officers elected by either branch of the general court and the appointees of such officers, heads of principal departments of the commonwealth or of a city, the employees of the treasurer and receiver general, of the board of commissioners of savings banks, and of the treasurer and collector of taxes of any city, two employees of the city clerk of any city, teachers of the public schools, the secretaries and confidential stenographers of the governor, or of the mayor of any city, police and fire commissioners and chief marshals or chiefs of police and fire departments, shall not be affected as to their selection or appointment by any rules made as aforesaid; but, with the above exception, such rules shall apply to members of police and fire departments.

SPECIAL PROVISIONS APPLICABLE TO BOSTON.

SECTION 10. Engineers, janitors and all persons having charge of steam boilers and furnaces in the school buildings in the city of Boston, and truant officers appointed by the school committee of said city, shall be classified and appointed pursuant to this chapter and the rules thereunder.

Classification of janitors, etc., in charge of steam boilers in school houses in Boston. 1889, 352. 1893, 253.

SECTION 11. Persons five feet five inches in height or over, if otherwise qualified, shall be eligible to appointment in the fire department of the city of Boston. Call members in said department who have served three or more successive years shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men without further examination, and may at the discretion of the fire commissioner be appointed at the same salary as permanent men who have served three or more years in said service.

Qualifications of firemen in Boston. Placing on list for permanent appointment. 1896, 256, 424.

APPLICATIONS.

SECTION 12. Every application shall state under oath the full name, residence and post office address, citizenship, age, place of birth, health and physical capacity, right of preference as a veteran, previous employment in the public service, business or employment and residence for the previous five years, and education of the applicant, and such other information as may reasonably be required relative to his fitness for the public service.

Statements of applicants for examination. 1884, 320, § 17. 1889, 183. 145 Mass. 587, 589.

Applicants for positions in the labor service of the commonwealth or of the cities thereof shall, to the number of five hundred, be allowed to register on the first Monday of February, May, August and November in each year, at the places appointed therefor.

Application for registry in labor service. 1897, 328.

EXAMINATIONS AND LISTS.

SECTION 13. No question in any examination shall relate to, and no appointment to a position or selection for employment shall be affected by, political or religious opinions or affiliations. Examinations shall be practical and shall relate to matters which will fairly test the capacity and fitness of the applicants. The examination of applicants for employment as

Scope of examination. 1884, 320, § 16.

laborers shall relate to their capacity for labor and habits of sobriety and industry and to the necessities of themselves and their families.

Obstruction of right of examination forbidden. 1884, 320, § 80.

SECTION 14. No person in the public service shall wilfully and corruptly defeat, deceive or obstruct any person as to his right of examination; or wilfully or corruptly make a false mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing; or wilfully or corruptly make any false representation concerning the same or concerning the person examined; or wilfully or corruptly furnish to a person special or secret information, for the purpose of improving or injuring the prospects or chances of appointment, employment or promotion of any person so examined or to be examined.

Lists of names of successful applicants. 1895, 501, § 4. 1896, 517, § 4.

SECTION 15. The commissioners, within five days after the results of an examination have been ascertained, shall prepare a list of the applicants who have passed the examination, with the standing of each; and, within five days after certification of persons for appointment or employment, prepare a list of the persons so certified which shall be open to public inspection.

APPOINTMENTS.

Vendor or user of liquor ineligible. 1884, 320, § 3.

SECTION 16. No person habitually using intoxicating liquors to excess and no vendor of intoxicating liquors shall be appointed to or retained in any office, appointment or employment to which the provisions of this chapter apply.

Convicts ineligible for one year. 1884, 320, § 4. 1888, 334. [1 Op. A. G. 243.]

SECTION 17. No person shall be appointed to or employed in any office to which the provisions of this chapter apply within one year after his conviction of any crime against the laws of this commonwealth.

Recommendations of public officers restricted. 1884, 320, § 5.

SECTION 18. No recommendation of an applicant for a position or employment under the provisions of this chapter given by any member of the general court, alderman or councilman, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making the appointment under this chapter.

Name, etc., of appointees to be reported to commissioners. 1884, 320, § 22.

SECTION 19. The name and residence of every person, except laborers, appointed to, promoted or employed in a position coming within the rules governing the civil service, the designa-

tion of such position and the rejection or discharge of every such person, shall forthwith be reported to the commissioners by the officer making such appointment, promotion, rejection or discharge, or providing such employment.

VETERANS' PREFERENCE.

SECTION 20. The word "veteran" in this chapter shall mean a person who has served in the army or navy of the United States in the war of the rebellion and was honorably discharged therefrom, or a citizen of this commonwealth who distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States and has received a medal of honor from the president of the United States.

Definition of "veteran." 1896, 517, §§ 1, 6.

SECTION 21. A veteran may apply for examination under the rules, and if he passes the examination, shall be preferred in appointment and employment to all persons not veterans. The commissioners shall cause the names of the veterans who pass the examination to be placed upon the eligible list in the order of their respective standing, above the names of all other applicants, and to be certified to the appointing officers for appointment and employment in preference to other applicants, and the appointment or employment shall be made from the list so certified, but this section shall not apply to the detective department of the district police. Nothing herein shall prevent the certification and employment of women.

Application of veterans for examination. 1887, 437. 1889, 473. 1895, 501, §§ 1-3, 6. 1896, 517, § 2. 145 Mass. 587. 166 Mass. 14, 589. [1 Op. A. G. 243, 540.] As amended by c. 413, Acts of 1902.

SECTION 22. A veteran may apply for appointment to or for employment in the classified public service without examination. In such application, he shall state under oath the facts required by the rules. Age, loss of limb or other disability which does not in fact incapacitate shall not disqualify him for appointment or employment under the provisions of this section. Appointing officers may make requisition for the names of any or all such veterans and appoint or employ any of them.

Application for employment. 1896, 517, § 3. 166 Mass. 589.

SECTION 23. No veteran who holds an office or employment in the public service of the commonwealth, or of any city or town therein, shall be removed or suspended, or shall, without his consent, be transferred from such office or employment, nor shall his office be abolished, except after a full hearing of which he shall have at least seventy-two hours' written notice,

Removal of veteran only after hearing. 1894, 519. 1896, 517, § 5. 1901, 339. 175 Mass. 489. 179 Mass. 409.

with a statement of the reasons for the contemplated removal, suspension, transfer or abolition. The hearing shall be before the state board of conciliation and arbitration, if the veteran is a state employee, or before the mayor of the city or selectmen of the town of which he is an employee, and the veteran shall have the right to be present and to be represented by counsel. Such removal, suspension or transfer, or such abolition of an office, shall be made only upon a written order stating fully and specifically the cause or causes therefor, and signed by said board, mayor or selectmen, after a hearing as aforesaid.

Rules for veterans. 1896, 517, § 6. 166 Mass. 589. 170 Mass. 58.

SECTION 24. The rules shall provide for the employment of veterans in the labor service of the commonwealth and of the cities and towns thereof, in the class for which they make application, in preference to all other persons except women. If the appointing officer certifies in his requisition for laborers that the work to be performed requires young and vigorous men, and, upon investigation, the commissioners are satisfied that such certificate is true, they may fix a limit of age and certify only those whose age falls within such limit. In cities and towns in which the provisions of this chapter and the rules governing the civil service have not been applied to the labor service, the selectmen and the city councils shall take any necessary action to secure the employment of veterans in the labor service of their respective cities and towns in preference to all other persons except women.

Reinstatement of certain persons. 1898, 454.

SECTION 25. Any person in the classified public service of the commonwealth or of any city or town thereof who resigns such office or leaves such service for the purpose of enlisting and serving in the army or navy of the United States or in the militia of this commonwealth in time of war and so enlists and serves, may at any time within one year after his honorable discharge from such military or naval service be appointed to or employed in his former or a similar position or employment, without application or examination.

CORRUPT PRACTICES.

Public officers not to solicit contributions for political purposes. 1884, 320, § 6.

SECTION 26. No councillor, member of the general court, alderman or councilman, or any officer or employee of any of said bodies, and no executive or judicial officer of the common-

wealth, no clerk or employee of any department or branch of the government of the commonwealth and no executive officer, clerk or employee of any department of a city shall personally solicit or receive, directly or indirectly, or be concerned in soliciting or receiving, any assessment, subscription or contribution for any political purpose whatever; but this shall not forbid such persons to be members of political organizations or committees.

Solicitations forbidden in official buildings. 1884, 320, § 7.

SECTION 27. No person shall solicit in any manner whatever or receive any contribution of money or other thing of value for any political purpose whatever in a room or building occupied for the performance of official duties by an officer or employee of the commonwealth or of any city herein.

Public officers, etc., not to be affected by refusal to contribute. 1884, 320, § 8. 142 Mass. 90, 95.

SECTION 28. No officer or employee of the commonwealth or of any city or town wherein this chapter is in force, shall discharge, promote, or degrade an officer or employee, or change his official rank or compensation, or promise or threaten so to do, for giving, withholding or neglecting to make a contribution of money or other valuable thing for a political purpose.

Gifts for political object forbidden. 1884, 320, § 9.

SECTION 29. No officer, clerk or other person in the service of the commonwealth or of any city or town wherein this chapter is in force shall, directly or indirectly, give or deliver to an officer, clerk or person in said service, or to any councillor, member of the general court, alderman, councilman or commissioner, any money or other valuable thing on account of, or to be applied to, the promotion of any political object whatever.

Coercion of political action forbidden. 1884, 320, § 10.

SECTION 30. No person in the service of the commonwealth or of any city or town wherein this chapter is in force shall use his official authority or influence to coerce the political action of any person or body, or to interfere with any election.

Public officers, etc., not required to contribute to political fund. 1884, 320, § 11. 142 Mass. 90, 95.

SECTION 31. No person in the public service shall, for that reason, be under obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusing to do so.

Corrupt methods of procuring nominations, etc., prohibited. 1884, 320, § 12.

SECTION 32. No person holding a public office or in nomination for, or seeking a nomination for, or appointment to, an office, shall corruptly use or promise to use, directly or indirectly, any official authority or influence to confer upon any person, or to aid a person to obtain, an office or public employment, or a nomination, confirmation, promotion or increase of

salary, upon the consideration or condition that the vote, political influence or action of any person shall be given or used in behalf of a candidate, officer or party, or upon any other corrupt condition or consideration.

Refreshments at public expense regulated. 1884, 320, § 13.

SECTION 33. No city shall pay a bill incurred by any official thereof for wines, liquors or cigars; nor shall a city pay a bill for refreshments furnished to an official of said city if the amount for any one day exceeds one dollar for each member of the government of said city who certifies over his own signature to the correctness of the bill.

GENERAL PROVISIONS.

Enforcement of rules. 1901, 512.

SECTION 34. If, in the opinion of the civil service commissioners, a person is appointed or employed in the public service classified under civil service rules in violation of any such rules, the commissioners shall, after written notice mailed to the appointing or employing officer or officers and to such person, notify in writing the treasurer, auditor or other disbursing officer of the commonwealth, city or town in whose service such person is so employed, and the payment of any compensation to such person shall be illegal and shall cease at the expiration of one week after the mailing of the latter notice, until the legality of such appointment or employment is duly established. The attorney general may, within thirty days after said notice to such treasurer, auditor or other disbursing officer, file in the superior court, sitting in equity for the county in which such appointee or employee was appointed or employed, an information in the nature of a quo warranto against such appointee or employee, and the superior court or any justice thereof shall have jurisdiction to hear and determine the same. At any time after the beginning of such proceedings the court may, if it is of opinion that there is reasonable doubt whether the employment of such person is in violation of such rules, order that the compensation accruing to the person notified shall be paid to him until otherwise ordered by said court. If the attorney general shall fail within said thirty days to file such information, the said notice shall be regarded as null and void.

Penalties. 1884, 320, § 24. 1895, 501, § 5.

SECTION 35. Whoever makes an appointment to office or selects a person for employment contrary to, or wilfully refuses

or otherwise neglects to comply with, the provisions of this chapter or of any rule hereunder shall, unless some other penalty is specifically provided, be punished by a fine of not less than one hundred nor more than one thousand dollars for each offence. 1896, 517, § 7. 143 Mass. 589.

Application of chapter. 1894, 267. 1896, 449.

SECTION 36. This chapter shall be in force in any town of more than twelve thousand inhabitants when accepted by it. So much of this chapter and the rules established under it as relate to the employment of laborers, designated as the "Labor Service," shall not be in force in any city of less than one hundred thousand inhabitants until the city council, with the approval of the mayor, accepts the same.

Application to fire and police forces in towns. 1901, 78.

SECTION 37. In a town which by a vote of a majority of the voters voting thereon at an annual or special town meeting accepts the provisions of this section or has accepted the corresponding provisions of earlier laws, the provisions of this chapter and the rules made under the authority thereof which relate to the police and fire forces of cities except Boston shall apply to all members of the regular or permanent police and fire forces, or to the call fire force, or to either of said forces, of a town. Such vote may limit the application of the provisions of this chapter and of the rules made thereunder either to the police force or to the fire force of such town, or it may extend such application to both of said forces. Upon such vote of acceptance, each member of the force or forces included therein and within the classified civil service shall continue to hold his office until his death, resignation or removal. He shall not be removed except for cause shown after a full hearing before the board or officer of the town having power to make removals, and such member shall have the right to be present at such hearing and to be represented by counsel.

[REVISED LAWS, CHAPTER 24.]

Appropriations for enforcement of civil service law. 1887, 345.

SECTION 24. A city may appropriate money for the enforcement therein of the laws relating to its civil service.

[Acts of 1893, Chapter 253.]

An Act placing truant officers in the city of Boston under civil service rules.

Be it enacted, etc., as follows:—

Appointment and classification of truant officers in Boston.

Section 1. All truant officers hereafter appointed by the school committee of the city of Boston, as provided in section eleven of chapter forty-eight of the Public Statutes, shall be classified and appointed pursuant to the provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four and the rules of the civil service commissioners made and established thereunder.

Section 2. This act shall take effect upon its passage. [*Approved April 24, 1893.*

[Revised Laws, Chapter 225.]

Transfer of watchmen. 1894, 349.

Section 10. An officer in a jail or house of correction may be transferred to the state prison or the Massachusetts reformatory as a watchman; and if the place in which he is employed is not in the classified list prepared by the civil service commissioners, they shall give him a non-competitive examination as to his fitness, upon receipt from the warden of the state prison or the superintendent of the Massachusetts reformatory of a statement that the appointment of such officer is desired and that he possesses particular qualifications for the work which will be required of him.

[Revised Laws, Chapter 108.]

Reserve police force. 1896, 314, §§ 1, 4.

Section 26. Any city, except Boston, in which the city council, with the approval of the mayor, accepts the provisions of this and the two following sections or has accepted the corresponding provisions of earlier laws, may establish a reserve police force; and appointments thereto shall be made in the same manner as appointments to the regular police force of said city, subject to such rules as the civil service commissioners may prescribe.

SECTION 27. The number of members of such reserve force shall not exceed five in cities in which the number of members of the regular force does not exceed fifteen. If the number of members of the regular force exceeds fifteen, one member may be added to the reserve force for every three of the regular force above fifteen and not above thirty; one for every five of the regular force above thirty and not above eighty; and one for every ten of the regular force above eighty.

Number of members. 1896, 314, § 2.

SECTION 28. The mayor, chief of police or city marshal of a city in which such reserve force is established may assign the members thereof to duty in said city whenever and for such length of time as said mayor, chief of police or marshal may deem necessary; and when on duty the members of said reserve force shall have all the powers and duties of members of the regular police force of said city. The compensation of the members of said reserve force shall be fixed by the city council.

Powers, duties, compensation. 1896, 314, § 3.

[ACTS OF 1897, CHAPTER 209.]

AN ACT RELATIVE TO APPOINTMENT IN THE SOMERVILLE FIRE DEPARTMENT.

Be it enacted, etc., as follows:

SECTION 1. All members of the Somerville fire department, known as call members, who were appointed before the enactment of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, and who have continued three or more years in said service, shall, upon application to the civil service commissioners, be placed upon the eligible list for appointment as permanent men, without any further examination.

Somerville fire department.

SECTION 2. The mayor may at his discretion appoint such men on the permanent force at the same salary as a permanent man who has continued three or more years in said service.

SECTION 3. This act shall take effect upon its acceptance by the city government of the city of Somerville. [*Approved March 29, 1897. Accepted by city July 3, 1902.*

[Revised Laws, Chapter 223.]

Age of applicants for prison service. 1899, 245, §§ 1, 4.

Section 3. The officers of the state prison shall be a warden, deputy warden, chaplain, physician and surgeon, clerk, engineer, assistant engineer, electrician, steward who shall be employed in the kitchen department of the prison, four turnkeys, as many watchmen, not exceeding forty-nine, and as many assistant watchmen, not exceeding five, as the warden, subject to the approval of the prison commissioners, may find necessary. In certifying the names of persons eligible to appointment as assistant watchmen, the civil service commissioners shall certify the names of persons who are over the age of twenty-five and under the age of forty years.

[Revised Laws, Chapter 192.]

Informations. 1899, 376. 163 Mass. 446.

Section 12. The supreme judicial court shall have jurisdiction of informations in the nature of quo warranto filed by the attorney general against a person holding or claiming the right to hold an office or employment, the salary or compensation of which is payable by the commonwealth, a county, city or town.

[Acts of 1900, Chapter 69.]

An Act to extend the provisions of the civil service act to the police and fire forces of the town of Milton.

Be it enacted, etc., as follows:

Milton police and fire service.

Section 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the Commonwealth and the cities thereof," and all acts in amendment thereof and in addition thereto, and the civil service rules thereunder which relate to the police and fire forces of cities of the Commonwealth other than the city of Boston, are hereby extended and made applicable to all members of the regular or permanent police force and to all members of the fire force of the town of Milton.

Section 2. All members of said regular police and fire forces shall continue to hold their several offices until resignation or removal.

SECTION 3. No member of either of said forces shall be removed except for cause shown after a full hearing before the selectmen of said town, at which hearing the member in question shall have the right to be present and to be represented by counsel.

SECTION 4. This act shall take effect upon its passage. [*Approved February 13, 1900.*

[ACTS OF 1900, CHAPTER 95.]

AN ACT TO PROVIDE FOR THE APPOINTMENT OF A RESERVE POLICE FORCE IN THE CITY OF FALL RIVER.

Be it enacted, etc., as follows:

Fall River police service.

SECTION 1. The board of police for the city of Fall River may from time to time, as authorized by said city and under such rules as the civil service commissioners of the Commonwealth prescribe, appoint suitable persons to constitute a reserve police force for said city, who shall be subject to such rules and regulations as the board of police may prescribe, and who may be removed by said board for any reason satisfactory to it. Said board of police may assign the members of said reserve police force to duty in said city whenever and for such time as it shall deem necessary, and when on duty they shall have and exercise all the powers and duties held and exercised by the police of said city.

SECTION 2. All appointments upon the regular police force of said city shall be made from the reserve police force, under such rules as the civil service commissioners of the Commonwealth may prescribe; and service on the reserve police force for not less than six months shall be deemed to be equivalent to the probationary period now required by the rules of said commissioners.

SECTION 3. The members of the reserve police force shall when on duty be paid by the city of Fall River such compensation, not exceeding two dollars and fifty cents a day, as the board of police may prescribe.

SECTION 4. This act shall take effect upon its passage. [*Approved February 20, 1900.*

[Acts of 1900, Chapter 133.]

An Act to extend the provisions of the civil service law to the police and fire forces of the town of Natick.

Be it enacted, etc., as follows:

Natick police and fire service.

Section 1. The provisions of chapter three hundred and twenty of the acts of the year eighteen hundred and eighty-four, entitled "An Act to improve the civil service of the Commonwealth and the cities thereof," and of all acts in amendment thereof, and the civil service rules thereunder which relate to the police and fire forces of cities of the Commonwealth other than the city of Boston, are hereby extended and made applicable to the members of the regular police force and all members of the fire force of the town of Natick.

Section 2. All members of said regular police and fire forces shall continue to hold their respective offices until resignation or removal.

Section 3. No member of either of said forces shall be removed except for cause shown, after a full hearing before the selectmen of said town, at which hearing the member in question shall have the right to be present and to be represented by counsel.

Section 4. This act shall take effect upon its acceptance by a majority of the legal voters of said town present and voting thereon at an annual town meeting or at any town meeting duly called for the purpose. If the vote thereon is taken at an annual town meeting it shall be by official ballot in answer to the question, "Shall an act passed by the general court in the year nineteen hundred, to extend the civil service law to the police and fire forces of Natick, be accepted?" [*Approved March 8, 1900.*

[Acts of 1902, Chapter 308.]

An Act relative to the preservation of records by the civil service commissioners.

Be it enacted, etc., as follows:

Destruction of application and examination papers.

Section 1. Section five of chapter nineteen of the Revised Laws is hereby amended by inserting after the word "rules",

in the fifth line, the words: — and the examination papers of such applicants, — and after the word "preserved", in said line, the words: — for at least six years, after which time any or all application and examination papers of applicants, with accompanying recommendations, may, at the discretion of said commissioners, be destroyed, — so as to read as follows: — *Section 5.* They shall keep records of their proceedings and of examinations made by them or under their authority. Recommendations of applicants received by them or by any officer authorized to make appointments or to employ laborers or others, within the scope of such rules, and the examination papers of such applicants, shall be preserved for at least six years, after which time any or all application and examination papers of applicants, with accompanying recommendations, may, at the discretion of said commissioners, be destroyed. Such records and recommendations shall, under regulations approved by the governor and council, be open to public inspection. The commissioners shall from time to time suggest to the general court appropriate legislation for the administration and improvement of the civil service and shall annually before the tenth day of January make a report which shall contain any rules adopted under the provisions of this chapter.

SECTION 2. This act shall take effect upon its passage. [*Approved April 17, 1902.*

THE CIVIL SERVICE RULES

OF THE

COMMONWEALTH OF MASSACHUSETTS AND THE CITIES THEREOF.

In accordance with the provisions of chapter 320 of the Acts of the year 1884, and acts in amendment thereof, the following rules have been prepared for the selection of persons to fill certain offices in the government of the Commonwealth and of cities and certain towns thereof, and for the selection of persons to be employed as laborers therein; and all rules heretofore prepared and approved are hereby rescinded.

Rule I.

Term "city" or "cities" defined.

The term "city" or "cities," as used in these rules, shall be construed to include and apply to every city or town in the Commonwealth to which such rules shall be applicable.

Rule II.

Appointments and removals, responsibility for.

The power to remove or reduce, within the classified service, existing by law, on the part of any officer or board, is not impaired by anything contained in these rules.

Rule III.

Regulations for carrying out rules.

The commissioners will make and issue, from time to time, as the needs of the service require, such regulations as may be necessary for conducting the business of their office, for the instruction of their secretary, chief examiner, registrar of labor and local boards of examiners, and for carrying out the provisions of these rules.

Rule IV.

1. For the purpose of making examinations of applicants, the commissioners will designate persons to be examiners, and may at any time substitute another person in place of any one so designated.

Commissioners to designate boards of examiners.

2. Whenever the special qualifications required for a position are such that assistance from experts in conducting an examination is advisable, such experts may be designated to aid the examining board; and, so far as practicable, such experts shall be persons employed in the department to which the applicant seeks admission.

Experts to aid examiners in certain cases.

Rule V.

In order that suitable provision may be made for conducting examinations in the several cities, the commissioners will, from time to time, apply to the proper authorities thereof for temporary quarters and for clerical assistance in receiving and filing applications for appointment in the local service.

Commissioners to apply to local authorities for temporary quarters, etc.

CLASSIFICATION OF THE SERVICE.

Rule VI.

The offices and places to be filled under these rules shall be classified in two divisions: the first to be known as "The Official Service" of the Commonwealth and the several cities thereof; the second as "The Labor Service."

Classification, two divisions.

FIRST DIVISION.

Rule VII.

1. There shall be two schedules under the first division, known as Schedule A and Schedule B.

First division, two schedules, A and B.

Schedule A.

2. Schedule A shall include clerks, copyists, recorders, bookkeepers, inspectors, agents, almoners, visitors, stenographers, typewriters, messengers, and persons rendering service similar to that of any of the above-specified positions, in the service of the Commonwealth or of any city thereof, under whatever

Amendments. Oct. 1, 1894, Feb. 15, 1897, and Feb. 1, 1900.

designation, whether such service is permanent or temporary, and whether the same is paid by time for work done, by the piece, or in any other manner.

There shall be the following classes in Schedule A: —

Class 1. Persons rendering service as clerks, copyists, recorders, book-keepers, or any similar service, whose annual compensation is at the rate of eight hundred dollars or less; also messengers, office boys over sixteen years of age, and all persons, under whatever designation, performing messenger or similar service, at said rate of compensation; *provided, however*, that the messengers of the governor, and one messenger of the mayor of any city, are excepted herefrom.

Class 2. Persons rendering similar service to that specified in class 1, whose annual compensation is at the rate of more than eight hundred dollars.

Class 3. Agents, almoners, inspectors other than inspectors of work, visitors, and all persons rendering similar service, under whatever designation, whose duties may be in part clerical.

Class 4. Stenographers and typewriters.

Schedule B.

There shall be the following classes in Schedule B: —

Amendment. Feb. 1, 1900.

Class 1. Turnkeys, watchmen, drivers of prison wagons, and all other persons doing police duty in the parks, public grounds, prisons, houses of detention, reformatories, and in all other public institutions, places and departments of the Commonwealth, and the several cities thereof, not included in classes 3 and 4 of Schedule B; also watchmen, gatemen and guards in the public parks and ferries.

Class 2. All members of the fire department in the city of Boston, except call substitutes.

Amendments. Oct. 1, 1894, and Feb. 1, 1900.

Class 3. *a.* The detective force of the district police.

b. The inspection force of the district police.

c. The regular and reserve police forces of, and all persons doing permanent police duty in and for and paid by, any city of the Commonwealth, except the city of Boston.

d. The special, substitute or supernumerary police force, and all persons doing temporary police duty in and for and paid by any city of the Commonwealth, except the city of Boston.

Class 4. All members of the regular and reserve police forces in the city of Boston.

Class 5. Engineers and assistant engineers, draw-tenders and assistant draw-tenders employed on bridges in the cities of the Commonwealth. Classified March 1, 1886. Amended Oct. 1, 1894, and Feb. 1, 1900.

Class 6. Foremen of laborers, inspectors of work, and all persons, under whatever designation, doing similar work in the service of the Commonwealth, or any city thereof, and not included in Schedule A.

Class 7. Sub-foremen of laborers, and all persons, under whatever designation, doing similar work in the service of the Commonwealth, or any city thereof.

Class 8. Engineers, janitors and persons having charge of steam boilers and furnaces in the school buildings in the city of Boston.

Class 9. *a.* All members of the regular or permanent fire force of any city except Boston, after the proper authority of the city shall have requested the commissioners to include such force in the classified service.

b. All members of the fire force of any town by law within the classified service.

Class 10. All truant officers in the city of Boston. Nov. 1, 1893.

Class 11. Engineers, janitors and persons having charge of public school buildings heated by other means than direct furnace or stove heat in any city except Boston, after the school committee thereof shall have requested the commissioners to include such positions in the classified service. Oct. 1, 1894, and May 1, 1895.

Class 12. Superintendents, assistant superintendents, deputies and persons, other than the chief superintendents of departments, performing any of the duties of a superintendent in the service of any city of the Commonwealth. Feb 15, 1897.

Class 13. Civil engineers, surveyors, draughtsmen, transitmen, levellers, chainmen, rodmen, and all assistants, under whatever designation, except laborers, in the service of the Commonwealth, or any city thereof. Feb. 15, 1897.

Class 14. The aids and other persons, under whatever designation, employed in detective service in the office of the State Fire Marshal. Feb. 15, 1897.

Qualifications.

Rule VIII.

1. Applicants for appointment to any position in the service of the Commonwealth, to which these rules apply, must be citizens of the United States who have resided in the Commonwealth for one year next preceding the date of their applica- State service, residence of applicants.

tions. This restriction shall not apply to positions in which special expert knowledge is required.

City service, residence of applicants.

2. Applicants for appointment in the service of a city must be citizens of the United States, who have resided in the Commonwealth for one year and in the city in which they seek service for six months next preceding the date of their applications, except where special qualifications are required, and the appointing officer requests in writing that the examination be open to persons who are not citizens or residents.

Rule IX.

Disqualifications for appointment.

No application for appointment will be received from any vendor of intoxicating liquor, or any person habitually using intoxicating beverages to excess; or any person who, within the year preceding his application, has been convicted of any offence against the laws of this Commonwealth.

Rule X.

Moral character.

1. A good moral character is an essential qualification, and is of paramount importance in determining an applicant's right to admission to the eligible list.

Burden of proof.

2. The burden of proof of good character shall in all cases be upon the applicant, who may be required by the commissioners to furnish evidence thereof additional to the certificates required in his application.

Failure to prove good character.

3. Failure by the applicant to prove good character shall exclude him from examination and from the eligible list; and proof at any time produced to the commissioners of the bad character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him, or his dismissal for good cause from the public service, shall be sufficient to exclude him from examination or to remove his name from the list of eligibles.

Applicant entitled to a hearing.

4. No person shall be so excluded from examination, and no one shall be removed from the eligible list, under this rule, except after an opportunity to be heard and upon a finding of the commissioners and a record thereof, containing the names of the commissioners voting therefor and a statement of the grounds of their action.

Rule XI.

1. In Schedule A the only requirement as to age, height and weight is that women must be not less than eighteen years of age at the time of filing the application. Amendment as to age. Oct. 1, 1894.

2. In Schedule B there shall be the following requirements of age, height and weight: —

a. In class 1 applicants for appointment as metropolitan park police officers shall be not less than twenty-five and not over forty years of age at the time of filing the application, and must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds. Amendments. Oct. 1, 1894, and Feb. 1, 1900.

b. Applicants for appointment to the State Prison or Massachusetts Reformatory service must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds. Amendments. Oct. 1, 1894, and Feb. 1, 1900.

c. Other than as herein provided, there shall be in class 1 no requirement as to age, height or weight, and in no case shall the requirements apply to veterans. Amendments. Oct. 1, 1894, and Feb. 1, 1900.

d. In class 2 [the fire force of Boston] applicants for appointment must be not less than twenty-two nor over thirty years of age at the time of making application, and must be not less than five feet five inches in height and weigh not less than one hundred and thirty-five pounds; *provided, however*, that applicants for appointment in the call force of the fire department of Boston, who are serving as call substitutes in said department, may, for the purpose of making themselves eligible under the rules for examination, deduct from their actual age any time not exceeding five years during which they have served in such capacity; and *provided, further*, that applications for appointment to the force may be made by persons serving in the call force who are under forty years of age. Amendments. Oct. 1, 1894, and Feb. 15, 1897.

e. In class 3 [the police force of any city other than Boston] applicants for appointment must be not less than twenty-two nor over forty years of age, and applicants for appointment to the district police force must be not less than "twenty-two nor over fifty-five years of age at the time of filing the application;" *provided, however*, that this limitation as to age shall not apply to veterans. In all cases in this class, except the inspection force of the district police, applicants must be not less than five feet seven inches in height and weigh not less than one hundred and thirty-five pounds. Amendment. Feb. 1, 1888. Amendment. Oct. 1, 1894.

Amendment. March 16, 1891.

f. In class 4 [the police force of Boston] applicants for appointment must be not less than twenty-five nor over thirty-three years of age at the time of filing the application, and must be not less than five feet eight inches in height and weigh not less than one hundred and forty pounds.

Amendment. March 1, 1893.

g. In class 9 [the fire force of cities other than Boston] applicants for appointment shall be not less than twenty-two nor over thirty-five years of age at the time of making application, and shall be not less than five feet four inches in height and weigh not less than one hundred and twenty pounds; *provided, however,* that call men serving in the fire department may deduct from their actual age any time not exceeding five years during which they have continuously served in such capacity.

Amendment. Nov. 1, 1893.

h. In class 10 [Boston truant officers] applicants for appointment shall be not less than thirty nor over forty-five years of age at the time of filing the application.

Amendment. Oct. 1, 1894.

i. In all cases under this rule applicants shall be measured in bare feet and shall be weighed without clothing.

j. Except as provided in this rule, there is no requirement as to age, height or weight; *provided, however,* an age limit may be recognized, if deemed expedient by the commissioners, except in case of a veteran.

Application.

Rule XII.

Applications, how made.

1. Applications for admission to examinations in the first division may be made at any time, and shall be on blanks in a form prescribed by the commissioners. Applications for appointment to positions in the service of the Commonwealth, and of the city of Boston, shall be filed in the office of the commissioners in Boston; applications for appointment to positions in the service of cities other than Boston shall be filed with the local board of examiners in the city where service is sought, or at such other place as the commissioners may designate.

Form of applications.

2. Each applicant for examination must state, under oath, and in his or her own handwriting: 1. Full name, residence and post-office address. 2. Citizenship. 3. Age. 4. Place of birth. 5. Health, and physical capacity for the public service. 6. Right of preference as a veteran. 7. Previous employment in the public service. 8. Business or employment, and residence, for the previous five years. 9. Education. 10. Such other information as may be required touching the applicant's fitness for the public service.

Rule XIII.

1. The word "veteran" in these rules shall mean a person who served in the army or navy of the United States in the time of the war of the rebellion, and was honorably discharged therefrom; and also a citizen of Massachusetts who has distinguished himself by gallant and heroic conduct while serving in the army or navy of the United States, and who has received a medal of honor from the President of the United States.

Definition of word "veteran." Amendment. Feb. 15, 1897.

2. Any veteran desiring appointment to office or employment in the service classified under the civil service rules, without having passed any examination provided for therein, shall file an application for such appointment, stating, under oath: (1) his full name, residence and post-office address; (2) the office he seeks; (3) that he desires appointment without having passed any examination provided for by the civil service act or the rules thereunder; (4) his service as a veteran; (5) that he has not suffered loss of limb, or other physical impairment, which incapacitates; (6) his citizenship; (7) that he does not habitually use intoxicating beverages to excess, and is not a vendor of intoxicating liquor; (8) that he has not within one year been convicted of any offence against the laws of the Commonwealth.

Veterans to file application. Amendment. Feb. 15, 1897.

3. Such application must be supported by certificates that the applicant has all the qualifications required by law of veterans. Such application, if for an office or employment in the service of the Commonwealth or of the city of Boston, shall be filed in the office of the commissioners in Boston; if for an office or employment in the service of any city other than Boston, it shall be filed with the examiners in such city.

Application to be supported by certificates.

Rule XIV.

Every application must be supported by certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the commissioners shall prescribe. But no recommendation which may be given by any Senator, member of the House of Representatives, alderman or councilman, except as to the character or residence of the applicant, can be received or considered by any person concerned in making any appointment under these rules.

Applications must be supported by certificates.

Recommendations not received from certain legislators.

Rule XV.

Application for more than two classes. Amendment. Feb. 1, 1900.

No application from the same person will be received for appointment or employment in more than two classes of the civil service as herein classified; but this limitation shall not apply to veterans.

Rule XVI.

New application.

Any person possessing the required qualifications, who has taken an examination, may make a new application at any time after the result of such examination is determined; and if his name is upon the eligible list, it shall continue until the result of the examination is determined; and if he fails to pass the examination, his name shall be stricken from the eligible list; and if he passes such examination, he shall rank in accordance with the result.

Rule XVII.

Effect of false statements.

Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, or any complicity by him in any fraud, shall be regarded as good cause for excluding him from the eligible list, or for his removal or discharge after appointment.

Rule XVIII.

Defective applications returned.

Defective applications will be returned to applicants with a notice to amend the same. Whenever the application shows that the applicant is not qualified under the rules and regulations, the application will be rejected, and the applicant notified of the reason therefor.

Rule XIX.

Reception of applications and notice to applicants.

The date of the reception of each application shall be endorsed thereon, and the application recorded; and if the applicants for admission to any class are in excess of the number that can be examined at a single examination, they will be notified to appear in the order in which their applications are received; *provided, however*, that veterans shall have precedence in such notification.

Examination.

Rule XX.

1. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Examinations, character, notice of.

2. No question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to an office, or for employment within the scope of these rules, shall be in any manner affected or influenced by such opinions or affiliations.

Political or religious opinions not to influence appointments.

3. The examinations shall be held at such times and places as the commissioners may designate, and proper notice thereof given. So far as practicable, the examination of applicants for appointment in the service of a city shall be held therein.

Time and place of examination.

Rule XXI.

1. The subjects of examination may be designated from time to time by the commissioners, and shall be such as the needs of the service require, and such as tend to prove the qualifications of the applicant for the office sought, and for this purpose the commissioners may subdivide any of the classes provided under the rules.

Subjects of examination designated. Amendment. Feb. 1, 1900.

2. Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

How graded.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the examination shall be less than sixty-five percentum of proficiency in such of the subjects of the examination as may be designated by the commissioners.

Must obtain sixty-five per cent.

4. The commissioners may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or non-competitive. The application for, and notice of, the special examinations, the records thereof, and the certification of those found competent, shall be such as the commissioners may prescribe.

Examinations where special skill and experience are required.

Rule XXII.

Physical examinations.

1. Where physical qualifications are necessary, the commissioners will provide for examinations to determine them.

By whom made. Amendment. Oct. 1, 1894.

2. The examinations to test the physical soundness of applicants for positions in the classified service shall be made by the medical examiners, if for the Commonwealth service, and by the city physicians, or their assistants, if for city service, and by the town physician, if for town service, unless the commissioners shall appoint a physician to conduct such examinations. The results of such examinations shall be certified on blanks furnished by the commissioners.

Additional physical examination.

3. Each applicant in any of said classes may be required to undergo such further physical examination as the commissioners may prescribe, adapted to ascertain his special fitness for the service for which he has applied. Any such examination shall be made by a suitable examiner, to be designated by the commissioners, and the result shall be recorded upon blanks provided for the purpose.

Eligible List.

Rule XXIII.

When examined, applicants shall be graded.

1. Those examined shall be marked and graded, and shall have their grade entered upon a register. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

Veterans eligible without examination. Amendment. Feb. 15, 1897.

2. Every veteran applying for appointment without examination, who shall have furnished satisfactory evidence that he possesses the qualifications claimed in his application, shall have his name entered upon an eligible list without examination.

Eligible two years.

3. No person shall remain eligible more than two years upon any eligible list.

Amendment. Feb. 1, 1900.

4. When a person has been regularly certified and appointed under the rules, and then suspended from employment, he may at any time within one year of such suspension, if within two years of the time his name was placed upon the eligible list, have his name restored to such list, to the same effect as though not certified.

Rule XXIV.

Persons examined may have a certificate.

The commissioners may give to any person examined a certificate of his or her marking.

Requisition and Certification.

Rule XXV.

Whenever there is a vacancy to be filled in the classified service, the appointing officer shall make requisition upon the commissioners for the names of eligible persons. The term "appointing officer" in these rules shall mean and include any and all persons and boards having the power of appointment. Requisition.

Rule XXVI.

1. Whenever any appointing officer shall make requisition, not expressly calling for women, the commissioners shall certify only the names of all veterans who have passed the examination for the position sought, in the order of the respective standing of such veterans upon the eligible list, and the position must be filled by the appointment and employment of some veteran so certified, before the names of persons not veterans can be certified; and in case there is no such veteran upon the list, then the commissioners shall certify the names of the three most eligible persons not veterans upon the list. In case such officer shall in the requisition request the certification of women, the commissioners shall certify the names of the three women most eligible. Certification of eligible persons. Amendment. Feb. 15, 1897.

2. The appointment and employment shall be made from the list of names so certified, subject to the provisions of the following section: — Appointment.

3. Whenever any appointing officer shall in the requisition so request, the names of any or all veterans registered shall be certified, and any of the veterans so certified may be appointed and employed in the office or position sought. Certification of veterans.

Rule XXVII.

Whenever the commissioners are notified that proficiency in any special subject is needed in the position to be filled, they may certify the names of three persons on the eligible list having the highest standing (not being below the minimum of sixty-five) in such special subject, or they may certify from any list of eligibles in any class, if by them deemed suitable. Certification of specialists. Amendment. Feb. 1, 1900.

Rule XXVIII.

No person to be certified more than three times, except, etc.

1. No person on any register shall be certified more than three times for the same office, except upon the request in writing of the appointing officer; *provided, however*, if the office requires special or expert qualifications, persons may, in the discretion of the commissioners, be certified more than three times.

Certification, method of.

2. In any requisition to fill one vacancy, three names shall be certified. In case the appointing officer shall make requisition to fill more than one vacancy, the number of eligibles therefor shall be certified as follows: for two vacancies, four names; for three vacancies, five names; then for each multiple of three vacancies, the same multiple of five names; for one vacancy over a multiple of three, three names additional to those prescribed for such multiple; for two vacancies over a multiple of three, four names in addition to those prescribed for such multiple; *provided, however*, veterans shall be certified as hereinbefore provided.

3. When certification of three names is made to fill one vacancy, each of the three persons so certified shall be charged with one certification. When certification of four names is made to fill two vacancies, each of the persons so certified shall be charged with two certifications. When certification is made to fill three or more vacancies, each of the persons so certified shall be charged with three certifications.

4. Whenever an appointing officer, who shall have made a requisition to fill a certain number of vacancies, shall appoint a smaller number than that of the vacancies named by him, he shall not make the selection from the whole number certified to him, but only from that number of names standing highest upon said list that would have been certified to him had the requisition stated the number of vacancies which he actually filled.

Rule XXIX.

Sex.

In case any law, regulation, or requisition shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

Rule XXX.

Certification of additional names.

Upon proof satisfactory to the commissioners of the advisability of so doing, they may certify an additional name; but

in every such case the reason for so doing shall be stated in such certification.

Appointment.

Rule XXXI.

No person shall be appointed in the classified service in the first division except in the manner provided in these rules. Appointment.

Rule XXXII.

No person serving temporarily, or as a substitute, special or supernumerary official, under whatever designation, in any position in the classified service, shall be appointed to any permanent position without requisition and due certification; *provided, however*, that, where a reserve police force has been established by law in any city, any member thereof may be appointed to the regular police force of such city without examination or certification, if he shall have served at least six months upon the reserve police force. Substitutes, specials and supernumeraries. Amendment. Feb. 1, 1900.

Rule XXXIII.

1. In the selection from the persons whose names are certified by the commissioners, the appointing officer, upon written requisition therefor, will be furnished with the applications, the certificates and examination papers of the persons certified; and, in the exercise of his responsible power of selection, he may summon personally before him the certified persons for such inquiries as he may deem proper. All papers furnished upon requisition as above must be returned to the commissioners with the notice of selection. Appointing officer to be furnished with examination papers, etc.

2. The appointing officer, if the vacancy is filled, must appoint and employ a person from the list certified under these rules. Appointment.

3. No person shall be regarded as appointed within the requirement of these rules, unless he is notified of his appointment, and, if he accepts the position, is actually employed.

Rule XXXIV.

In cases where there is no suitable eligible list and the commissioners are unable to comply with the requisition, they may, in their discretion, allow a provisional appointment, which Provisional appointment. Amendment. Oct. 1, 1894.

may continue until a list of eligibles is obtained by examination, or they may authorize the appointing officer to select a suitable person, who shall be subjected to a non-competitive examination, and, if found qualified, shall be certified for appointment; *provided, however*, that, whenever practicable, a competitive examination of applicants for the office shall be held.

Rule XXXV.

Original appointments shall be for a probationary period.

Every original appointment and employment in the permanent service in the first division shall be for the probationary period of six months; at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory to the appointing officer, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

Rule XXXVI.

Commissioners to be notified of person selected, etc.

Every officer having the power of appointment to any position in the first division shall, within ten days, give notice in writing to the commissioners of the name and place of residence of any person appointed and employed in such position, of the rejection of any such person during or after probation, and of the transfer, promotion, resignation or removal, discharge or death, of any person serving under him, with the dates thereof.

Reappointment.

Rule XXXVII.

Reappointment, no examination for. Amendment. Feb. 15, 1897.

1. No examination shall be required upon a reappointment of any person to the same office immediately upon the expiration of his term of office.

Reinstatement of persons dismissed. Amendment. Feb. 15, 1897.

2. Any person appointed to and employed in any position in the first division of the classified service, who shall be found or certified to the commissioners by the proper authorities to have been dismissed or separated therefrom without fault or delinquency on his part, may be reinstated without further examination, in the same part or grade of such service, within six months next following such dismissal or separation.

Temporary Service.

Rule XXXVIII.

1. Appointments in the first division for temporary service shall be made in accordance with the civil service rules, except in case of emergency, where the public business would suffer from delay in filling the position as herein provided. In no case shall such appointment or employment for an emergency continue for more than ten days, and no reappointment or employment of the same person, or of another to the same position at the end of such period, shall be allowed. In every such case the officer making the appointment, or furnishing the employment, shall report the same to the commissioners within five days, with the reason therefor and the time for which the temporary appointment or employment is necessary.

No person shall be appointed for temporary service, unless regularly certified, except, etc. Amendment. Oct. 1, 1894.

2. If for any sufficient reason it shall be impracticable to certify the names of persons who have passed a competitive examination in due season for any appointment or employment in any position in the first division, the commissioners may provide for a provisional appointment by non-competitive examination or otherwise.

Provisional appointments in certain cases.

Transfer.

Rule XXXIX.

1. Transfer within the classified service without examination may be made from a position in one department, office or institution, to a similar position in another department, office or institution, upon the consent in writing of the heads of the respective departments, offices or institutions; *provided, however*, that no person shall be transferred from classes 3 or 4 of Schedule A, who has never passed an examination under the rules, which entitles him to be placed on an eligible list for the position to which he desires transfer.

Transfer without examination.

2. Police officers of a city may be furnished to serve the authorities of any other place, as provided by statute, without requisition upon, or notice to, the commissioners.

3. A person in one class of the first division may be transferred upon non-competitive examination to a position in any other class, provided such person shall have served at least one year in the former position, including any time of probationary service.

Amendment. Feb. 1, 1900.

Promotion.

Rule XL.

Amendment. Oct. 1, 1894.

1. Promotions, within the several schedules and classes of the first division of the classified service, except as hereinafter provided, shall, so far as practicable, be made by successive grades, and may be by competitive or non-competitive examination; *provided*, *however*, that no person shall be promoted who has not passed such examination as may be required by the commissioners, and has not served at least one year in the lower position.

2. Promotions in class 2 of Schedule B may be by competitive or non-competitive examination; *provided*, *however*, that promotions from the call to the permanent force shall be made only through competition with all applicants for said force, except as provided in chapter 256 of the Acts of 1896.

3. Promotions in class 3 of Schedule B shall, so far as practicable, be by successive grades and by competitive or non-competitive examination, as the commissioners may determine; *provided*, *however*, that no special, supernumerary, substitute, reserve, or temporary police officer, under whatever designation (unless a permanent reserve force in any city is established by act of the Legislature), shall be promoted to the regular or permanent force, or assigned to permanent duty, except after competition with all applicants for said force.

4. Promotions in class 4, Schedule B, shall, so far as practicable, be by successive grades and through competitive or non-competitive examination.

5. Promotions in classes 5 and 6, Schedule B, may be made through non-competitive examination.

6. Promotions in class 8 of Schedule B may be made without examination; *provided*, *however*, that no person shall be promoted or transferred from a position in a furnace-heated school to a steam-heated school without having passed a suitable examination in the care and handling of steam.

Veterans preferred in promotion. Amendment. Sept. 1, 1900.

7. In all cases of promotion under this rule, any veteran in the grade from which the promotion is to be made shall be entitled to apply for examination, and upon passing the examination shall be preferred in such promotion, and any unexamined veteran may be appointed to the position.

Offices not included in Rules.

Rule XLI.

Upon the request of any officer or board having the power of appointment to any office or position in the service of the Commonwealth, or any of the cities thereof, to which these rules do not apply, the commissioners will furnish names from any list of eligible persons to fill a vacancy in such office or position; or they will, whenever practicable, hold competitive or non-competitive examinations for such office or position.

Applicants for offices not covered by rules may be examined.

SECOND DIVISION.

Labor Service.

The following rules relating to the labor service are established under authority of chapter 320 of the Acts of the Legislature of 1884, and also of section 6 of chapter 517 of the Acts of 1896, and in enforcement of said acts.

Rule XLII.

1. The word "laborer" in these rules shall be construed to include mechanics, engineers, janitors other than those classified in the first division, laborers, whether skilled or unskilled, under whatever designation, and boys employed in the labor service of any city.

Amendment. Feb. 1, 1900. Laborer, term defined.

2. The labor service shall constitute the second division of the civil service. Under it there shall be two schedules, Schedule C and Schedule D. Schedule C shall include all laborers as herein defined, in the employ of the city of Boston, to be designated as the labor service of Boston. Schedule D shall include all laborers as herein defined in the employ of any city other than Boston to which these rules are or may become applicable, to be designated as the labor service of such city.

Classification.

3. The commissioners shall provide for the registration and certification of laborers in the city of Boston, and in other cities to which the labor rules are or may become applicable.

Registration.

4. In Schedule D the commissioners may, in their discretion, discontinue registration and certification whenever a city shall

fail to appropriate such sum of money as, in their opinion, is necessary to provide for the full enforcement of all rules and regulations relating to the labor service of such city. Notice of their action in each case shall be certified to the authorities of such city and shall be published in one or more newspapers therein.

Labor Application.

Rule XLIII.

Where registered.

1. Laborers shall apply for registration at the civil service labor office in the city where they seek employment.

Must be citizens.

2. Applicants must be citizens of the United States, who have resided in the Commonwealth for one year and in the city in which they seek employment for the six months next preceding the date of the application, except in special cases, where the commissioners are unable to obtain a sufficient number of citizens and residents to meet the demands of the departments.

Vender of liquor cannot apply.

3. No application will be received from a vender of intoxicating liquor, or from any person habitually using intoxicating beverages to excess, or any person who within the year preceding his application has been convicted of any offence against the laws of this Commonwealth.

Application supported by certificates.

4. Every application must be supported by certificates of good character, and any false statement knowingly made by any applicant for labor service, or any connivance at any false statement made in any certificate accompanying his application, or any complicity in any fraud, shall be good cause for removing his name from the register, or for his discharge after employment. No applicant shall remain eligible more than one year from the date of his registration, except upon personal application for a renewal. The commissioners, for due cause, may reject any application for such renewal.

Laborers, how registered. Amendment. Feb. 15, 1897.

5. Every applicant who produces satisfactory evidence of his capacity for labor and his habits as to industry and sobriety shall be registered in the order of his application. He shall state under oath his (1) name, (2) age, (3) residence, (4) citizenship, (5) the number and relationship of persons depending upon him for support, (6) service as a veteran, (7) previous occupation, (8) personal description, and such other information as may be required.

6. Every applicant shall file a certificate, signed by two reputable citizens, to the effect that he is qualified to perform the labor sought. Every applicant claiming preference as a veteran shall also produce satisfactory evidence of the fact.

Applicants shall file certificates. Amendment. Feb. 15, 1897.

7. When the applicant desires to be registered for any other service than that of common laborer, he will be required to furnish a certificate from some competent person or persons of his ability to do the kind of work for which he alleges capacity, and for which he desires to be certified, and he may file additional certificates of capacity for special service.

8. In case any applicant shall present any certificate in regard to his qualifications in previous work inconsistent with his application or previous certificates, the commissioners may refuse to register him, or may remove his name, if registered, from the list.

9. No certificate from an employing officer in regard to the capacity of a laborer applying for registration shall be received, unless the laborer has been legally employed in the department, and the employing officer has an official knowledge of his capacity.

Certificate from appointing officer Amendment. Feb. 15, 1897.

10. In case any applicant is found by the commissioners to be unfit or in any way disqualified to perform the service which he seeks, his name shall not be entered on the register, and, if on the register, shall be removed therefrom, and the reason shall be endorsed on the application.

Removal from register.

11. The commissioners may in their discretion provide and require examination regarding the qualifications of any applicant.

May require examinations. Amendment. Feb. 15, 1897.

Labor Requisition and Certification.

Rule XLIV.

1. When laborers are required, the employing officer shall make requisition upon the commissioners, stating the number of men wanted, the precise nature of the labor in which they are to be employed and the time and place of employment. Upon such notice, the commissioners shall certify the names of any and all veterans upon the eligible list, and the employment must be made from the list so certified; *provided* that, after the employment of veterans, in case there is not a sufficient number of veterans so registered and qualified for the required labor,

Requisition and certification. Amendment. Feb. 15, 1897.

the commissioners shall certify twice the number of men called for, over and above the number of veterans, if any, certified, making an impartial selection, giving preference, *first*, to those who have worked satisfactorily for three months or more in the department, and, *second*, to those having families dependent upon them for support.

Requisition for young men. Amendment. Feb. 15, 1897.

2. In case the employing officer shall in the requisition certify that the labor to be performed is so arduous as to require the services of young and vigorous men, and shall designate a maximum age limit, the commissioners may in their discretion recognize such age limit.

When unable to fill requisition.

3. Whenever the commissioners shall be unable to fill a requisition, they may authorize the employing officer to make the selection. The persons so selected shall, before being employed, present themselves at the civil service labor office, in their city, for registration in the manner and under the rules and regulations prescribed for applicants, and be certified by the commissioners, and such persons shall not be employed at any other kind of work than that for which they were selected, until after they shall have been continuously so employed for at least three months.

Labor Employment.

Rule XLV.

Employment from list certified.

1. The selection and employment shall be made from the list certified, and the employing officer shall, before selecting or employing any other person, first employ from the list of veterans certified, and the names of those employed shall be returned to the commissioners within five days after such employment.

Certification of veterans.

2. Whenever the employing officer shall request the certification of any or all veterans registered for any particular kind of work, they shall be certified, and any of the veterans so certified may be employed.

Method of selection.

3. Whenever an employing officer, who shall have made a requisition for a certain number of laborers, shall employ a smaller number, he shall not make the selection from the whole list certified to him, but only from that number of names standing highest on the list that would have been certified to him had the requisition stated the number of men which he

actually employs under the certification, except in the case of the certification of veterans, when he may employ any veteran certified.

Certification of additional names.

4. Upon proof to the commissioners that a person certified as a laborer is unsuitable for the work, the commissioners may certify an additional name.

Return of persons employed.

5. When the employing officer has selected and employed such of the persons named in said list as he may require, he shall within five days after their employment return to the commissioners' office a list of the persons so selected and employed, stating the kind of work for which they have been employed. In case any of the persons certified fail to respond or decline the employment offered, or withdraw from the service without good cause, the names and registered numbers of such persons shall be returned to the commissioners, with a statement of the facts; and the names of such persons shall be taken from the register, unless a satisfactory explanation of the failure or refusal to work is given.

Emergency.

Rule XLVI.

Selection in cases of emergency. Amendment. Feb. 15, 1897.

In cases of emergency which cannot be foreseen, where the department would suffer from delay in filling a vacancy in the labor service, as herein provided, the employing officer may temporarily employ persons, without requisition; *provided, however*, that in no case shall such temporary employment continue for more than five days, and no re-employment of the same person at the end of such period shall be allowed. And in every such case the officer shall report the employment to the commissioners within five days, with the reason therefor.

Suspension and Transfer.

Rule XLVII.

Suspension for six months. Amendment. Feb. 15, 1897.

1. Any laborer suspended and not actually employed in the department in which he is enrolled shall at the end of six months be deemed to be out of the service, and shall not be thereafter employed, except after registration and certification by the commissioners; and the employing officer shall forthwith report to the commissioners the name of any laborer so suspended;

provided, *however*, that this provision shall not apply to veterans.

Not to be employed in work other than that for which certified. Amendments. Feb. 15, 1897, and Feb. 1, 1900.

2. No laborer shall be employed in work other than that for which he is certified until after actual and continuous employment therein for at least three months; *provided*, *however*, that this provision shall not apply to veterans.

3. Heads of departments may, with the consent of the commissioners, transfer laborers from one department to another, upon previous notice to the commissioners, provided such laborers have been continuously employed in the same work in the same department for which they were certified for at least three months.

Reinstatement.

Rule XLVIII.

Reinstatement. Amendment. Feb 15, 1897.

Any laborer who shall be found by the commissioners to have been dismissed or separated from the service without fault or delinquency on his part may, upon request of the employing officer, be reinstated in such service in the same department within three months next following such dismissal or separation.

Labor Discharge.

Rule XLIX.

Discharges.

1. When a person is discharged from the labor service for "loitering," "incompetence," "insubordination," "unsatisfactory work," or any equivalent cause, unless the charge is disproved, he shall not be eligible for registration again for a period of at least six months from the date of such discharge. At the end of that time he can apply for registration on the same basis as other citizens; and, in case he is registered, he shall not be eligible to certification to the department from which he was discharged except with the written consent of the head of that department.

2. When a person is discharged from said service for "intoxication," and the charge is not disproved, he shall not be eligible for registration again for a period of at least a year from the date of such discharge; and his registration then will be subject to the conditions above prescribed.

3. In case a person is discharged a second time for good cause he shall not be eligible for registration again, except by special vote of the commissioners.

The foregoing rules, prepared by the Civil Service Commissioners, are hereby transmitted to the Governor and Council for their approval.

CHAS. THEO. RUSSELL,
CHAS. H. PORTER,
WINTHROP L. MARVIN,
Civil Service Commissioners.

DECEMBER, 1901.

Approved in Council, Dec. 24, 1901.

E. F. HAMLIN,
Executive Secretary.

A true copy.

Attest: WARREN P. DUDLEY,
Secretary of Civil Service Commissioners.

Due notice has been given that the foregoing Civil Service Rules will go into operation on the first day of March, A.D. 1902.

REGULATIONS

ADOPTED BY THE

CIVIL SERVICE COMMISSIONERS.

[Dec. 27, 1901.]

Chief Examiner.

1. The chief examiner shall, so far as practicable, attend the examinations held by the several boards of examiners.

2. He shall take care to secure accuracy, uniformity and justice in the proceedings of all examiners and boards of examiners under the rules and regulations; and such proceedings and all papers appertaining thereto shall at all times be open to him. He shall also, from time to time, inspect the proceedings and papers connected with examinations under the civil service rules, and shall make report of such inspection to the commissioners.

3. He shall prepare and submit to the commissioners proper schemes for examinations, and forms for blanks and records.

4. He shall take care that the rules and regulations are complied with, and shall bring any case of their infraction, or of injustice or irregularity, observed by him, to the attention of the commissioners. It shall be his duty, from time to time, to confer with the heads of departments, offices and institutions of the Commonwealth, and the several cities thereof, concerning the regularity, sufficiency and convenience of the examinations for the service under them. He shall perform such other appropriate duties as may be specified in these regulations, or otherwise assigned to him by the commissioners.

Secretary.

5. The secretary shall keep the records of the proceedings of the commissioners, and have charge of, and be responsible for, the safe keeping of the books, records, papers and other property in their office. He shall make such certification as the commissioners may direct of those eligible for appointment or employ-

ment. He shall generally conduct the correspondence of the commissioners, and perform such other appropriate duties as they may assign to him.

Registrar of Labor.

6. The registrar of labor shall keep the records of his office and be responsible for the safe keeping of records, books, papers and other property in the labor office; he shall make proper certifications of those eligible for employment in the labor service, and he shall generally superintend the work of the office and supervise the administration of the civil service rules applicable to the classified labor service.

Examiners.

7. Regular boards of examiners shall consist of not less than three nor more than five members, one of whom shall act as secretary; and a majority of any board may conduct an examination in the absence of the other members.

8. The board of examiners for each city shall promptly notify the commissioners of the need of holding an examination in and for such city; and thereupon the chief examiner shall, under the direction of the commissioners, issue authority therefor, and shall prepare questions and supervise the other preliminary arrangements.

9. The boards of examiners shall conduct the examinations, and estimate and mark the standing of the persons examined, or in a non-competitive examination shall mark the qualifications of the person examined.

10. Special boards will be selected, and special regulations for examinations will be issued by the commissioners when expedient.

11. No examiner or person serving under the commissioners shall attempt to influence the selection of any person for the civil service.

12. The examiners shall preserve order and decorum at examinations, and prevent any interference, by conversation or otherwise, with those under examination.

13. Each examiner will exercise diligence in securing fairness and preventing collusion and fraud in the examinations.

14. No examiner shall disclose, unless by consent of those examined, the results of the examination.

15. Any person, after receiving official notification of his standing, as ascertained by a competitive examination, may, in person or by duly authorized agent, inspect his examination papers.

16. Complaints of any injustice or unfairness on the part of

any examiner or examining board, or by any one acting under the commissioners, may be made in writing to the commissioners, who will act as substantial justice in the premises may require.

17. Each examiner shall be entitled to receive from the appropriation for the expenses of administering the civil service law twenty cents for each applicant whose examination he shall attend, and twenty cents additional for each set of examination papers he shall mark; the total number of papers prepared by one applicant being considered a set. For the additional service rendered by the secretary of each board of examiners of cities other than Boston, in registering the eligibles, certifying the same, conducting necessary correspondence, and in other ways, he shall be entitled to receive from the same appropriation the additional sum of twenty-five cents for each eligible so registered. [3, 24, '93.]

18. No person shall act as examiner in any examination of applicants for admission to the classified civil service, when he is an applicant or an eligible for a position in the class for which the examination is being held. [12, 21, '94.]

Competitive Examination.

19. Applicants must present themselves punctually at the times and places specified in their official notices to attend, and they will be admitted to examination upon the production of such notices.

20. Each applicant in a competitive examination shall first be presented with a declaration paper, on which he will write his name, age, residence, examination number, etc., after which he will place it in an envelope, seal the envelope, and thereafter he shall mark each paper with his examination number only. The envelope shall not be opened until after all his examination papers are marked.

21. The sheets of questions will be numbered, and will be given out in the order of their numbers, each after the first being given only when the competitor has returned to the examiners the last sheet given to him. In general, no examination shall extend beyond five hours. Each applicant must complete his examination on the obligatory subjects before taking up any of the optional subjects.

22. The subjects of, and the time allowed for, the examination, will be announced before the first paper is given out.

23. Applicants for appointment in classes 2 and 4, Schedule B (the fire and police departments of the city of Boston), shall be examined to test their physical soundness, and no one who fails to pass such examination shall be eligible for appointment.

24. Each applicant who shall have passed such examination, and also the educational examination, shall be required to undergo

such further physical examination as the commissioners may from time to time prescribe, adapted to ascertain his special fitness for the service for which he has applied.

25. Such examination shall be made by a physical examiner, to be appointed by the commissioners, and shall be recorded upon blanks provided for the purpose, upon which each required qualification shall be entered, and shall be marked with the percentage of excellence which the several applicants shall respectively be found to possess.

26. The percentage of each qualification shall be multiplied by the weight prescribed for each by the commissioners; and the quotient found by the division of the aggregate of value so arrived at, of each applicant, by the aggregate of weights shall constitute the percentage of condition of such applicant.

27. When an applicant for police or fire service in Boston fails to obtain sixty-five per cent. in either strength tests or development, he shall not be re-examined in those subjects until after he has filed a new application and undergone another examination as a new applicant. [1, 9, '91.]

28. To determine the standing of applicants for appointment in Class 4, Schedule B (the police force of Boston), equal weight shall be given to the physical and educational examinations; in Class 2, Schedule B (the fire force of Boston), the comparative weight to be given to each of such examinations shall be three to two. [1, 30, '94.]

29. Applicants for fire service in Boston, who have passed the examination and are on the eligible list for appointment to the permanent substitute force, may be certified for appointment to the call force upon the percentage obtained in their educational examination: *provided, however*, that such certification, or appointment in the call force, shall not affect their standing on the eligible list for the permanent substitute force.

30. Applicants for positions as watchmen and turnkeys in the State Prison and Massachusetts Reformatory shall undergo such physical examination as the commissioners may prescribe.

Non-competitive Examinations.

31. In cases where a non-competitive examination may be needed, either to test the capacity of applicants for any part of the service which requires peculiar information or skill, or to fill a position for which there are no suitable candidates on the eligible list, or for promotion, or temporary appointment, or otherwise, the commissioners will provide for such examination.

32. Applicants for non-competitive examinations shall fill out and make oath to the proper application paper (without certifi-

cates); but any person named by the appointing power for non-competitive examination may file such paper at any time before undergoing the examination.

33. The non-competitive examination shall conform, as nearly as practicable, in subject, questions and marking, to the competitive examination of the same grade.

34. Non-competitive examinations shall, in the absence of any special regulations to the contrary, be conducted by the chief examiner, and the papers marked by him with the assistance of such person as he may select.

Special Examinations.

35. Applications for any special examination must be made in the form prescribed by the commissioners, and must be accompanied by certificates, as required in cases of ordinary applications.

36. Whenever a special examination is to be held, proper notice shall be given by advertisement or otherwise.

37. Each special examination shall embrace the subjects approved by the commissioners, after consultation with the head of the office concerned, or the special examining board for such office; and shall, so far as appropriate, be conducted under the general regulations, as to the marking of examination papers and the grading of persons examined.

38. A special record of applicants, and a special register of eligible persons, shall be kept for each part of the service, or office requiring special examinations; and when the commissioners or the proper examining board shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the three persons graded highest on the special list of persons eligible for the same.

39. In case competent special applicants do not apply, after suitable notice, the appointing officer may be authorized to select a person for non-competitive examination.

Marking.

40. Each examination paper shall be reviewed by a majority of the examiners conducting the examination; and, in any case of disagreement, the average of the markings made on any question or paper by all shall be the final marking on such question or paper.

41. The papers in each subject shall, whenever practicable, be examined, compared and marked before the papers in another subject are examined.

42. The marking of each question or subject shall be made on a scale of 100, which shall represent entire accuracy. Handwriting will be judged by its legibility, uniform and correct formation of letters and ease of execution. Upon a comparison of the handwriting of all, the best and worst should be first determined, and the two extremes of the scale thus fixed; the others should be marked relatively to them. In writing from dictation or copying from manuscript, the omission, repetition or substitution of words, the erasures, blots and other evidences of carelessness, will reduce the marking below 100. Abstracts or summaries of documents, and letter-writing, will be marked as in handwriting, by determining the best and worst examples; and the examiners, having marked these, will then mark the others proportionately.

43. In each of the other subjects, each question shall be marked on a scale of 100; and the sum of such markings, divided by the number of questions in that subject, shall determine the standing on such subject.

44. In marking the examination papers of applicants for police, prison and fire service, orthography shall not be marked as a subject to which a special weight is attached; but errors in orthography shall be taken into account in marking the exercises in copying, letter-writing and reporting.

45. The following examples show the method by which the standing of each competitor is obtained. The weights here given to the different subjects are not to be regarded as the standard weights; these, and also the subjects, will be varied to meet the requirements of the position to be filled.

EXAMINATION OF_____

(For a position in Class 1, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	80	4	320
Dictation,	75	2	150
Copying rough draft,	70	3	210
Orthography,	85	1	85
Arithmetic,	82	3	246
Composition,	70	2	140
	–	15	1,151
General average standing,	–	–	76.73

EXAMINATION OF _____

(For a position in Class 2, Schedule A.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	85	4	340
Dictation,	90	2	180
Copying rough draft,	96	3	288
Orthography,	100	1	100
Arithmetic,	80	3	240
Interest and discount,	75	2	150
	–	15	1,298
General average standing,	–	–	86.53

EXAMINATION OF _____

(For a position in Schedule B.)

SUBJECTS.	Standing on Subjects.	Weight given to Subjects.	Product of Weight and Standing.
Penmanship,	70	2	140
Copying,	80	2	160
Clearness and correctness of statement,	75	3	225
Experience,	80	3	240
Arithmetic,	70	2	140
Local data; duties,	70	3	210
	–	15	1,115
Educational qualifications,	–	–	74.33
Physical qualifications,	–	–	85.
	–	2	159.33
General average standing,	–	–	79.66

It will be observed that the standing on each subject is multiplied by the weight given that subject, and the product placed in the third column; the sum of these products, divided by the sum of the weights, gives the general average standing.

Eligible List.

46. The names of those found eligible shall be enrolled upon a register in form prescribed by the commissioners.

47. Priority of date in examination will give no advantage in position on the eligible list.

48. The names of persons placed on the eligible list in Class 2 of Schedule A (the higher clerical service) may also, upon request in writing, be placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

49. Persons whose names are on the eligible list for the prison service of a city may, upon request in writing, have their examination papers marked by the State Board of Examiners; and, if they are found qualified, their names may be placed on the eligible list for the prison service of the Commonwealth. Persons whose names are on the eligible list for the prison service of the Commonwealth, who have been residents of the city in which they reside for six months, may, upon request in writing, have their examination papers marked by the board of examiners for the city in which they reside; and, if they are found qualified, their names may be placed on the eligible list for the prison service of said city.

Certification.

50. Certification of eligibles under the rules shall be as follows: —

For 1	vacancy	certify	3	names.	For 11	vacancies	certify	19	names.
2	vacancies	"	4	"	12	"	"	20	"
3	"	"	5	"	13	"	"	23	"
4	"	"	8	"	14	"	"	24	"
5	"	"	9	"	15	"	"	25	"
6	"	"	10	"	16	"	"	28	"
7	"	"	13	"	17	"	"	29	"
8	"	"	14	"	18	"	"	30	"
9	"	"	15	"	19	"	"	33	"
10	"	"	18	"	20	"	"	34	"

General Provisions.

51. In case a person upon any register shall, by reason of ill-health or physical incapacity, in the judgment of the commissioners, become manifestly disqualified for the service for which he or she is registered, the commissioners may direct that such person be not certified; and the commissioners must be informed by the proper examining boards of each case of such disqualification.

52. The applicant affected by such suspension, or refusal of an examination, may make complaint in writing to the commissioners, who will take proper action thereon.

53. The commissioners cannot advise persons as to vacancies in the service, nor furnish any information as to the duties, salaries, course of promotion, or other conditions of positions and offices, except such as may be found in printed regulations. No advice can be given as to the course of preparation that applicants should follow, nor can specimens of the examination papers be furnished.

54. Every application paper and accompanying certificates will remain on file in the office of the commissioners or boards of examiners, and under no circumstances or conditions will the originals be returned to the applicant.

SPECIAL INSTRUCTIONS TO EXAMINERS.

The members of a Board of Civil Service Examiners will meet as soon as practicable, and organize the Board, choosing a chairman and secretary.

On receiving notice of such organization, the commissioners will forward to the secretary of the Board the application blanks, copies of the rules and regulations, and such other books, documents and papers as may be needful.

Each person filing an application blank should be furnished also with a copy of the rules and regulations.

When an application paper is presented by an applicant in person, the secretary should examine it at the time, if he can do so conveniently, and, if it is properly filled out, he should note upon the back, in ink, the date and hour when received. If it is not properly filled out, the attention of the applicant should be called to the fact, and he should be directed to have the application paper corrected.

If an incomplete application paper is received by mail, it should be returned to the applicant, accompanied by a notice to correct the same.

The applications, if found satisfactory, should be numbered serially in the order in which they are received. They should be entered in the record of applications, in the order of their numbers.

Any application which shows that the applicant is not, by reason of age, lack of citizenship, proper period of residence, etc., entitled by the law, rules and regulations to an examination must be returned to him with a brief statement of the reasons for such action. A blank form will be furnished for this purpose.

All application papers will be received, if in proper form. Should any be received for positions in the service of the Commonwealth, or another city, they must be forwarded to the commissioners.

When the application is for examination for the police service, the secretary of the Board will furnish the applicant with a copy of the book of instructions for police applicants, *and make note of having done so on the application paper.*

Attention is called to Rule XIX., which gives precedence in notification to veterans.

Examination blanks will be sent or brought to the Board before an examination is to take place; but they are not to be opened until the Board meets in the examination room on the examination day, and great care must be taken that they be kept in a secure place until that time.

When all are seated, one of the Board will take from each applicant the notice he has received to attend the examination.

The package of examination papers will then be opened, and each applicant will be given a numbered envelope and a declaration paper; upon the latter are printed questions concerning his name, age, former occupation, service as a veteran, etc. These are to be answered in writing, and the writer will sign his name at the bottom of the sheet. This is the only time during the examination when the applicant will be allowed to affix his signature to a paper. After completing the declaration paper, he will fold and enclose it in the numbered envelope which has been given him, and then seal the envelope.

The number on the envelope will be his examination number, and he must write it upon each succeeding paper in the blank space left for that purpose.

It will be well to inform the applicants that they are to be examined in certain subjects, and state the order in which the subjects will be given out.

The envelopes are not to be opened until after all the examination papers have been marked and graded.

In examinations where one of the exercises consists of writing from dictation and spelling, all the applicants will work at the same time. In the other exercises they may consult their own convenience as to rapidity.

As a rule there will be no general recess during the examination hours; but any applicant may be allowed, for sufficient reason, to leave the room at any time when he has finished one set of questions and delivered the paper to one of the Board. No succeeding questions shall be given him, however, until his return.

It is advisable that the full Board of Civil Service Examiners be present at each examination; but a majority of the Board may conduct an examination in case of the disability or necessary absence of the other members.

Applicants should be cautioned not to use any books of reference or memoranda for the purpose of assisting their memories. Any one detected in doing so may be dismissed from the examination room. The same penalty may be enforced if one applicant attempts

to assist another, by conversation or otherwise, in answering the questions given him.

Members of the Board should give the applicants general explanations only, and these should be limited to methods of procedure.

After an examination, all the papers should be taken charge of by the secretary of the Board.

Members of local boards are cautioned against furnishing information to any person in relation to the examinations, except in the general way prescribed in the rules.

All unused examination papers are to be returned to the commissioners the day after the examination.

As soon as practicable after completing the marking and grading of the papers, the secretary of the Board will send a certificate to each person who was examined, if he passed the examination, stating the standing which he obtained, as shown by the marking. He will also send notice to each applicant who failed to pass the examination, informing him of the fact.

In the general regulations adopted by the commissioners will be found information as to marking and grading, and the enrolment in the proper register of the names of those found eligible for appointment.

The chief examiner will be present at the examination whenever it is practicable to do so.

More specific rules for marking the examination papers will be issued hereafter.

Necessary expenses incurred by members of the Board for stationery, postage and actual travel, will be allowed by the commissioners.

HENRY SHERWIN,
Chief Examiner.

INSTRUCTIONS TO APPLICANTS AND ELIGIBLES.

A person desiring to be examined for a position in the classified service should file an application on the prescribed blank, and a form for that purpose can be obtained at the office of the commissioners, room 152, State House, Boston, or of the secretary of the local board of examiners in the city where he lives.

Applications for the service of the Commonwealth and of the city of Boston should be filed in the commissioners' office, Boston; if for service in any city other than Boston they should be filed with the secretary of the board of civil service examiners in such city.

Applications will be received at any time, and notice of the time and place of examination will be seasonably sent to each applicant. If unable to attend the first examination after applying, the applicant will, upon satisfactory explanation, be notified to attend the next examination.

Non-competitive examinations are not given when it is practicable to establish an eligible list by competition, and they are never held at the request of an applicant.

The commissioners cannot furnish information as to the course of preparation which applicants should follow (except as shown by the specimen examination papers printed in their report), nor can they answer inquiries in relation to cases which are not before them for decision, or decide, except in the cases of actual applicants, questions respecting the application of the rules. Particular answers cannot be given to inquiries which are answered herein, directly or by implication.

Notice will be sent by mail to each examined applicant of the result of his examination as soon after the examination as it is practicable to do so.

The names of persons who have passed the required examination will remain on the eligible list two years from the date of their certificate, unless dropped therefrom after certification three times, or removed from said list for cause.

Applicants for clerical service whose names have been placed on the eligible list in Class 2 of Schedule A may also, *upon request in*

writing, have their names placed on the eligible list for positions in Class 1 of Schedule A, with the same standing.

Applicants for clerical service in the departments of the Commonwealth whose names have been placed on the eligible list may, *upon request in writing*, have their papers marked by the local board of examiners of the city in which they reside, and their names placed on the eligible list for service in the departments of such city, and *vice versa*.

Persons whose names have been placed on the eligible list in Class 1 of Schedule B (prison service), and who have been certified for appointment, will be subjected to a physical examination if the appointing officer so requests.

The relative standing of any applicant as compared with that of others on the same eligible list may be changed by the addition of names of persons who have obtained higher standing at some more recent examination, and the time of the examination is not considered in making certifications.

Eligibles are certified in the order of their grade, and nothing can help and nothing can hinder their certification for appointment in the order of eligibility as prescribed by the civil service rules.

The commissioners are unable to answer inquiries as to vacancies in the service, salaries, prospects of certification, appointment or promotion. They know nothing of vacancies until requested to certify names for filling them, and it can only be generally said that the highest mark possible is 100, the lowest which gives eligibility is 65, and that the nearer the applicant's mark is to 100 the more likely it is that his name will be reached for certification. It is wholly uncertain, therefore, when an applicant's name may be reached for certification, and it is useless to speculate on what his chances may be.

Applicants will save the commissioners and themselves time and trouble by carefully reading the foregoing and preserving it for reference.

WARREN P. DUDLEY,
Secretary.

SCHEDULE OF EXAMINATIONS.

In giving notice of the competitive examinations to be held in the cities and towns, and at the times mentioned in the following schedule, the commissioners reserve the right to order such additional or other examinations as the public service may require, or to change the time of any examination upon reasonable notice.

Schedule of Examinations, by Dates.

1903.

Jan. 1. Commonwealth, civil engineers, schedule B, class 13.
1. Boston, civil engineers, schedule B, class 13.
2. Commonwealth, civil engineers, schedule B, class 13.
2. Boston, civil engineers, schedule B, class 13.
3. Commonwealth, civil engineers, schedule B, class 13
3. Boston, civil engineers, schedule B, class 13.
6. Lawrence, police, schedule B, class 3.
7. Lawrence, clerks, messengers, schedule A, classes 1 and 2.
7. Lawrence, foremen of laborers, inspectors of work, schedule B, class 6.
9. Revere, police, schedule B, class 3.
9. Revere, fire, schedule B, class 9.
10. Milton, police, schedule B, class 3.
10. Milton, fire, schedule B, class 9.
12. Boston, foremen of laborers, inspectors of work, schedule B, class 6.
12. Commonwealth, foremen of laborers, inspectors of work, schedule B, class 6.
13. Boston, sub-foremen, schedule B, class 7.
13. Commonwealth, sub-foremen, schedule B, class 7.
15. Pittsfield, police, schedule B, class 3.
15. Pittsfield, foremen of laborers, inspectors of work, schedule B, class 6.
15. Pittsfield, clerks, messengers, schedule A, classes 1 and 2.
23. Boston, draw-tenders, schedule B, class 5.
26. Chelsea, clerks, messengers, schedule A, classes 1 and 2.
26. Chelsea, police, schedule B, class 3.

1903.

Jan. 27. Chelsea, foremen of laborers, inspectors of work, schedule B, class 6.
27. Cambridge, foremen of laborers, inspectors of work, schedule B, class 6.
29. Somerville, foremen of laborers, inspectors of work, schedule B, class 6.
30. Waltham, clerks, messengers, schedule A, classes 1 and 2.
30. Waltham, foremen of laborers, inspectors of work, schedule B, class 6.

Feb. 2. Holyoke, police, schedule B, class 3.
3. Holyoke, clerks, messengers, schedule A, classes 1 and 2.
5. Somerville, police, schedule B, class 3.
10. Holyoke, foremen of laborers, inspectors of work, schedule B, class 6.
10. Holyoke, schoolhouse janitors, schedule B, class 11.
13. Fitchburg, police, schedule B, class 3.
13. Fitchburg, foremen of laborers, inspectors of work, schedule B, class 6.
17. Brockton, clerks, messengers, schedule A, classes 1 and 2.
17. Brockton, foremen of laborers, inspectors of work, schedule B, class 6.
19. Somerville, clerks, messengers, schedule A, classes 1 and 2.
24. Salem, police, schedule B, class 3.
24. Salem, foremen of laborers, inspectors of work, schedule B, class 6.
25. Salem, clerks, messengers, schedule A, classes 1 and 2.
27. Marlborough, clerks, messengers, schedule A, classes 1 and 2.
27. Marlborough, police, schedule B, class 3.
27. Marlborough, foremen of laborers, inspectors of work, schedule B, class 6.

Mar. 2. Commonwealth, metropolitan park police, schedule B, class 1.
3. Boston, prison service, schedule B, class 1.
3. Commonwealth, prison service, schedule B, class 1.
5. Lowell, clerks, messengers, schedule A, classes 1 and 2.
6. Lowell, foremen of laborers, inspectors of work, schedule B, class 6.
9. Fitchburg, clerks, messengers, schedule A, classes 1 and 2.
11. Malden, police, schedule B, class 3.
11. Malden, foremen of laborers, inspectors of work, schedule B, class 6.
18. Boston, fire, schedule B, class 2.
19. Boston, police, schedule B, class 4.
23. Brookline, police, schedule B, class 3.
23. Brookline, fire, schedule B, class 9.
23. Brookline, foremen of laborers, inspectors of work, schedule B, class 6.
24. Brookline, clerks, messengers, schedule A, classes 1 and 2.

1903.

Mar. 27. Springfield, foremen of laborers, inspectors of work, schedule B, class 6.
30. Medford, police, schedule B, class 3.
31. Medford, clerks, messengers, schedule A, classes 1 and 2.
31. Medford, foremen of laborers, inspectors of work, schedule B, class 6.

Apr. 1. Lowell, police, schedule B, class 3.
2. Cambridge, police, schedule B, class 3.
2. Cambridge, fire, schedule B, class 9.
3. Fall River, police, schedule B, class 3.
6. Boston, clerks, messengers, schedule A, class 1.
7. Commonwealth, clerks, messengers, schedule A, class 1.
8. Boston, clerks, messengers, schedule A, class 2.
9. Commonwealth, clerks, messengers, schedule A, class 2.
13. Boston, stenographer-typewriters, schedule A, class 4.
14. Commonwealth, stenographer-typewriters, schedule A, class 4.
16. Chicopee, clerks, messengers, schedule A, classes 1 and 2.
16. Chicopee, foremen of laborers, inspectors of work, schedule B, class 6.
21. Cambridge, clerks, messengers, schedule A, classes 1 and 2.
23. Boston, civil engineers, schedule B, class 13.
23. Commonwealth, civil engineers, schedule B, class 13.
24. Commonwealth, civil engineers, schedule B, class 13.
24. Boston, civil engineers, schedule B, class 13.
25. Boston, civil engineers, schedule B, class 13.
25. Commonwealth, civil engineers, schedule B, class 13.
28. Quincy, clerks, messengers, schedule A, classes 1 and 2.
28. Quincy, foremen of laborers, inspectors of work, schedule B, class 6.
29. Quincy, police, schedule B, class 3.
29. Quincy, fire, schedule B, class 9.

May 4. Boston, foremen of laborers, inspectors of work, schedule B, class 6.
4. Boston, sub-foremen, schedule B, class 7.
5. Commonwealth, foremen of laborers, inspectors of work, schedule B, class 6.
5. Commonwealth, sub-foremen, schedule B, class 7.
7. Newton, clerks, messengers, schedule A, classes 1 and 2.
8. Newton, police, schedule B, class 3.
8. Newton, foremen of laborers, inspectors of work, schedule B, class 6.
12. Melrose, police, schedule B, class 3.
12. Melrose, foremen of laborers, inspectors of work, schedule B, class 6.
13. Melrose, clerks, messengers, schedule A, classes 1 and 2.
14. Brockton, police, schedule B, class 3.
19. New Bedford, police, schedule B, class 3.

1903.

May 20. New Bedford, fire, schedule B, class 9.
22. Haverhill, clerks, messengers, schedule A, classes 1 and 2.
28. Haverhill, police, schedule B, class 3.
28. Haverhill, foremen of laborers, inspectors of work, schedule B, class 6.

June 1. Boston, schoolhouse janitors, schedule B, class 8.
4. North Adams, clerks, messengers, schedule A, classes 1 and 2.
4. North Adams, foremen of laborers, inspectors of work, schedule B, class 6.

Sept. 8. Springfield, police, schedule B, class 3.
9. Springfield, clerks, messengers, schedule A, classes 1 and 2.
14. Boston, fire, schedule B, class 2.
15. Boston, police, schedule B, class 4.
25. Boston, drawtenders, schedule B, class 5.
28. Boston, clerks, messengers, schedule A, class 1.
29. Commonwealth, clerks, messengers, schedule A, class 1.
30. Boston, clerks, messengers, schedule A, class 2.

Oct. 1. Commonwealth, clerks, messengers, schedule A, class 2.
5. Boston, stenographer-typewriters, schedule A, class 4.
6. Commonwealth, stenographer-typewriters, schedule A, class 4.
9. Worcester, police, schedule B, class 3.
12. Fall River, clerks, messengers, schedule A, classes 1 and 2.
12. Fall River, foremen of laborers, inspectors of work, schedule B, class 6.
14. Everett, police, schedule B, class 3.
14. Everett, clerks, messengers, schedule A, classes 1 and 2.
14. Everett, foremen of laborers, inspectors of work, schedule B, class 6.
16. Cambridge, drawtenders, schedule B, class 5.
16. Cambridge, schoolhouse janitors, schedule B, class 11.
20. New Bedford, clerks, messengers, schedule A, classes 1 and 2.
21. New Bedford, foremen of laborers, inspectors of work, schedule B, class 6.
28. Malden, clerks, messengers, schedule A, classes 1 and 2.
30. Chicopee, police, schedule B, class 3.

Nov. 4. Lynn, police, schedule B, class 3.
5. Lynn, clerks, messengers, schedule A, classes 1 and 2.
5. Lynn, foremen of laborers, inspectors of work, schedule B, class 6.
10. Gloucester, police, schedule B, class 3.
10. Gloucester, foremen of laborers, inspectors of work, schedule B, class 6.
11. Gloucester, clerks, messengers, schedule A, classes 1 and 2.
13. Woburn, police, schedule B, class 3.
13. Woburn, clerks, messengers, schedule A, classes 1 and 2.
13. Woburn, foremen of laborers, inspectors of work, schedule B, class 6.

1903.

Nov. 17. Northampton, police, schedule B, class 3.
17. Northampton, clerks, messengers, schedule A, classes 1 and 2.
17. Northampton, foremen of laborers, inspectors of work, schedule B, class 6.
20. North Adams, police, schedule B, class 3.
24. Beverly, police, schedule B, class 3.
24. Beverly, clerks, messengers, schedule A, classes 1 and 2.
24. Beverly, foremen of laborers, inspectors of work, schedule B, class 6.

Dec. 3. Waltham, police, schedule B, class 3.
4. Somerville, fire, schedule B, class 9.
10. Taunton, police, schedule B, class 3.
11. Taunton, clerks, messengers, schedule A, classes 1 and 2.
11. Taunton, foremen of laborers, inspectors of work, schedule B, class 6.
15. Worcester, clerks, messengers, schedule A, classes 1 and 2.
16. Worcester, foremen of laborers, inspectors of work, schedule B, class 6.
18. Newburyport, police, schedule B, class 3.
18. Newburyport, clerks, messengers, schedule A, classes 1 and 2.
18. Newburyport, foremen of laborers, inspectors of work, schedule B, class 6.

Schedule of Examinations for the Service of the Commonwealth and the Several Cities.

Commonwealth.

1903.

Jan. 1. Civil engineers, schedule B, class 13.
2. Civil engineers, schedule B, class 13.
3. Civil engineers, schedule B, class 13.
12. Foremen of laborers, inspectors of work, schedule B, class 6.
13. Sub-foremen, schedule B, class 7.

Mar. 2. Metropolitan park police, schedule B, class 1.
3. Prison service, schedule B, class 1.

Apr. 7. Clerks, messengers, schedule A, class 1.
9. Clerks, messengers, schedule A, class 2.
14. Stenographer-typewriters, schedule A, class 4.
23. Civil engineers, schedule B, class 13.
24. Civil engineers, schedule B, class 13.
25. Civil engineers, schedule B, class 13.

May 5. Foremen of laborers, inspectors of work, schedule B, class 6.
5. Sub-foremen, schedule B, class 7.

Sept. 29. Clerks, messengers, schedule A, class 1.

Oct. 1. Clerks, messengers, schedule A, class 2.
6. Stenographer-typewriters, schedule A, class 4.

Boston.

1903.

Jan. 1. Civil engineers, schedule B, class 13.
2. Civil engineers, schedule B, class 13.
3. Civil engineers, schedule B, class 13.
12. Foremen of laborers, inspectors of work, schedule B, class 6.
13. Sub-foremen, schedule B, class 7.
23. Drawtenders, schedule B, class 5.

Mar. 3. Prison service, schedule B, class 1.
18. Fire, schedule B, class 2.
19. Police, schedule B, class 4.

Apr. 6. Clerks, messengers, schedule A, class 1.
8. Clerks, messengers, schedule A, class 2.
13. Stenographer-typewriters, schedule A, class 4.
23. Civil engineers, schedule B, class 13.
24. Civil engineers, schedule B, class 13.
25. Civil engineers, schedule B, class 13.

May 4. Foremen of laborers, inspectors of work, schedule B, class 6.
4. Sub-foremen, schedule B, class 7.

June 1. Schoolhouse janitors, schedule B, class 8.

Sept. 14. Fire, schedule B, class 2.
15. Police, schedule B, class 4.
25. Drawtenders, schedule B, class 5.
28. Clerks, messengers, schedule A, class 1.
30. Clerks, messengers, schedule A, class 2.

Oct. 5. Stenographer-typewriters, schedule A, class 4.

Beverly.

1903.

Nov. 24. Police, schedule B, class 3.
24. Clerks, messengers, schedule A, classes 1 and 2.
24. Foremen of laborers, inspectors of work, schedule B, class 6.

Brockton.

1903.

Feb. 17. Clerks, messengers, schedule A, classes 1 and 2.
17. Foremen of laborers, inspectors of work, schedule B, class 6.

May 14. Police, schedule B, class 3.

Brookline.

1903.

Mar. 23. Foremen of laborers, inspectors of work, schedule B, class 6.
23. Fire, schedule B, class 9.
23. Police, schedule B, class 3.
24. Clerks, messengers, schedule A, classes 1 and 2.

Cambridge.

1903.

Jan. 27. Foremen of laborers, inspectors of work, schedule B, class 6.
Apr. 2. Police, schedule B, class 3.
2. Fire, schedule B, class 9.
21. Clerks, messengers, schedule A, classes 1 and 2.
Oct. 16. Draw-tenders, schedule B, class 5.
16. Schoolhouse janitors, schedule B, class 11.

Chelsea.

1903.

Jan. 26. Clerks, messengers, schedule A, classes 1 and 2.
26. Police, schedule B, class 3.
27. Foremen of laborers, inspectors of work, schedule B, class 6.

Chicopee.

1903.

Apr. 16. Clerks, messengers, schedule A, classes 1 and 2.
16. Foremen of laborers, inspectors of work, schedule B, class 6.
Oct. 30. Police, schedule B, class 3.

Everett.

1903.

Oct. 14. Police, schedule B, class 3.
14. Clerks, messengers, schedule A, classes 1 and 2.
14. Foremen of laborers, inspectors of work, schedule B, class 6.

Fall River.

1903.

Apr. 3. Police, schedule B, class 3.
Oct. 12. Clerks, messengers, schedule A, classes 1 and 2.
12. Foremen of laborers, inspectors of work, schedule B, class 6.

Fitchburg.

1903.

Feb. 13. Foremen of laborers, inspectors of work, schedule B, class 6.
13. Police, schedule B, class 3.
Mar. 9. Clerks, messengers, schedule A, classes 1 and 2.

Gloucester.

1903.

Nov. 10. Police, schedule B, class 3.
10. Foremen of laborers, inspectors of work, schedule B, class 6.
11. Clerks, messengers, schedule A, classes 1 and 2.

Haverhill.

1903.

May 22. Clerks, messengers, schedule A, classes 1 and 2.
28. Police, schedule B, class 3.
28. Foremen of laborers, inspectors of work, schedule B, class 6.

Holyoke.

1903.

Feb. 2. Police, schedule B, class 3.
3. Clerks, messengers, schedule A, classes 1 and 2.
10. Foremen of laborers, inspectors of work, schedule B, class 6.
10. Schoolhouse janitors, schedule B, class 11.

Lawrence.

1903.

Jan. 6. Police, schedule B, class 3.
7. Clerks, messengers, schedule A, classes 1 and 2.
7. Foremen of laborers, inspectors of work, schedule B, class 6.

Lowell.

1903.

Mar. 5. Clerks, messengers, schedule A, classes 1 and 2.
6. Foremen of laborers, inspectors of work, schedule B, class 6.
Apr. 1. Police, schedule B, class 3.

Lynn.

1903.

Nov. 4. Police, schedule B, class 3.
5. Clerks, messengers, schedule A, classes 1 and 2.
5. Foremen of laborers, inspectors of work, schedule B, class 6.

Malden.

1903.

Mar. 11. Police, schedule B, class 3.
11. Foremen of laborers, inspectors of work, schedule B, class 6.
Oct. 28. Clerks, messengers, schedule A, classes 1 and 2.

Marlborough.

1903.

Feb. 27. Clerks, messengers, schedule A, classes 1 and 2.
27. Police, schedule B, class 3.
27. Foremen of laborers, inspectors of work, schedule B, class 6.

Medford.

1903.

Mar. 30. Police, schedule B, class 3.
31. Clerks, messengers, schedule A, classes 1 and 2.
31. Foremen of laborers, inspectors of work, schedule B, class 6.

Melrose.

1903.

May 12. Police, schedule B, class 3.
12. Foremen of laborers, inspectors of work, schedule B, class 6.
13. Clerks, messengers, schedule A, classes 1 and 2.

Milton.

1903.

Jan. 10. Fire, schedule B, class 9.
10. Police, schedule B, class 3.

New Bedford.

1903.

May 19. Police, schedule B, class 3.
20. Fire, schedule B, class 9.
Oct. 20. Clerks, messengers, schedule A, classes 1 and 2.
21. Foremen of laborers, inspectors of work, schedule B, class 6.

Newburyport.

1903.

Dec. 18. Police, schedule B, class 3.
18. Clerks, messengers, schedule A, classes 1 and 2.
18. Foremen of laborers, inspectors of work, schedule B, class 6.

Newton.

1903.

May 7. Clerks, messengers, schedule A, classes 1 and 2.
8. Police, schedule B, class 3.
8. Foremen of laborers, inspectors of work, schedule B, class 6.

North Adams.

1903.

June 4. Clerks, messengers, schedule A, classes 1 and 2.
4. Foremen of laborers, inspectors of work, schedule B, class 6.
Nov. 20. Police, schedule B, class 3.

Northampton.

1903.

Nov. 17. Police, schedule B, class 3.
17. Clerks, messengers, schedule A, classes 1 and 2.
17. Foremen of laborers, inspectors of work, schedule B, class 6.

Pittsfield.

1903.

Jan. 15. Police, schedule B, class 3.
15. Foremen of laborers, inspectors of work, schedule B, class 6.
15. Clerks, messengers, schedule A, classes 1 and 2.

Quincy.

1903.

Apr. 28. Clerks, messengers, schedule A, classes 1 and 2.
28. Foremen of laborers, inspectors of work, schedule B, class 6.
29. Police, schedule B, class 3.
29. Fire, schedule B, class 9.

Revere.

1903.

Jan. 9. Police, schedule B, class 3.
9. Fire, schedule B, class 9.

Salem.

1903.

Feb. 24. Police, schedule B, class 3.
24. Foremen of laborers, inspectors of work, schedule B, class 6.
25. Clerks, messengers, schedule A, classes 1 and 2.

Somerville.

1903.

Jan. 29. Foremen of laborers, inspectors of work, schedule B, class 6.
Feb. 5. Police, schedule B, class 3.
19. Clerks, messengers, schedule A, classes 1 and 2.
Dec. 4. Fire, schedule B, class 9.

Springfield.

1903.

Mar. 27. Foremen of laborers, inspectors of work, schedule B, class 6.
Sept. 8. Police, schedule B, class 3.
9. Clerks, messengers, schedule A, classes 1 and 2.

Taunton.

1903.

Dec. 10. Police, schedule B, class 3.
11. Clerks, messengers, schedule A, classes 1 and 2.
11. Foremen of laborers, inspectors of work, schedule B, class 6.

Waltham.

1903.

Jan. 30. Clerks, messengers, schedule A, classes 1 and 2.
30. Foremen of laborers, inspectors of work, schedule B, class 6.
Dec. 3. Police, schedule B, class 3.

Woburn.

1903.

Nov. 13. Police, schedule B, class 3.
13. Clerks, messengers, schedule A, classes 1 and 2.
13. Foremen of laborers, inspectors of work, schedule B, class 6.

Worcester.

1903.

Oct. 9. Police, schedule B, class 3.

Dec. 15. Clerks, messengers, schedule A, classes 1 and 2.

16. Foremen of laborers, inspectors of work, schedule B, class 6.

No applicant shall have the right to examination unless the application is filed, under the rules, at least one week before the examination; *provided*, that the commissioners or the chief examiner, for cause shown, may allow a person making an application at a later time to take the examination.

WARREN P. DUDLEY,
Secretary.

It was predicted by ~~the~~ those who advocated the enactment of the civil-service law that the temptation to make removals would gradually disappear with the power to control appointments to vacant positions thus made. This prediction has been largely fulfilled. The civil-service act did not ~~provide for retaining~~ intend that incompetent persons in office should be retained. The authority of removal and the necessity for the efficiency and the discipline of the service are such as to require the public. The power of removal is not affected by the rules or the law tr. except that ~~removals~~ removals shall not be made for religious or political reasons tr. present. The results under the ~~new~~ system are in every respect more satisfactory than

under the ~~other~~ old system.

There are restrictions in the rules in regard to the reinstatement of ~~those~~ persons who have been ~~[illegible]~~ dismissed for delinquencies or misconduct, while inefficient employees, under the old system, & persons who should have been discharged for delinquencies or misconduct were not only kept in office without regard to their failings, but when some of them were ~~discharged~~ dismissed for ~~good~~ proper reasons, they often had sufficient influence to ~~[illegible]~~ get back into the service. Such reinstatements cannot now be made under the ~~present~~ civil service rules

EXAMINATION PAPERS.

Schedule A — Class 1.

[Limited Examination.]

Clerical Service.

First Subject:

Writing from dictation.

One of the examiners will read, so distinctly that each person being examined can hear him, one of the exercises for dictation. In general, not more than twenty words per minute will be read, nor more than five or six words without pause. After the reading, five minutes will be allowed for punctuation.

[*To Applicant.* Write as much as you can of the passage read. If from any cause you miss a word, do not pause, but go on with the next words you hear. *Write clearly; spell and punctuate correctly. Use no abbreviations.*]

Spelling. Usually twenty words, announced by the examiner.

Rough draft. Making a fair copy of the rough draft of a letter or report, writing out all abbreviations in full, and inserting the added or corrected parts in their proper places. *No changes in punctuation or capitals are to be made.*

Handwriting; shown in copying rough draft.

Second Subject:

1. Write in figures the following number: —

   Two hundred six million ten thousand three and forty-three forty-fourths.

   Write in words the number expressed by the following figures: — 5,003,001.0006

2. Add these *across*, placing the totals in the spaces indicated; then add the totals: —

						Totals.
21,247	15,365	20,064	18,653	7,492	35,688	
18,365	14,844	9,875	22,350	32,645	24,463	
12,422	13,456	27,378	8,664	17,843	18,845	
21,450	19,864	31,647	22,320	4,745	23,343	
27,765	18,946	22,462	5,438	34,016	18,418	

3. What is the sum of $\frac{27}{35}$, $\frac{3}{14}$, $\frac{2}{5}$ and $\frac{13}{20}$. *Give the work in full, using the lowest common denominator. The answer must be a mixed number.*

   What fraction of a dollar must be added to $\frac{1}{3}$ of a dollar to make 75 cents? *Give the work in full. The answer must be a common fraction.*

4. What is the cost of $8\frac{3}{7}$ tons of hay at $\$16\frac{1}{3}$ a ton. Use common fractions. *Give the work in full.*

   Reduce $\frac{1}{5} \div \frac{2\frac{1}{3}}{15\frac{1}{4}}$. *Give the work in full. The answer must be a mixed number.*

5. Divide four hundred twenty and fifty-six hundredths by twelve and sixteen thousandths, and subtract $24\frac{7}{8}$ from the amount. *Use decimals. Give the work in full.*

   Multiply sixty-four by three hundred seventy-five ten-thousandths. *Use decimals. Give the work in full.*

6. What number exceeds the sum of its fourth, fifth and sixth parts by 161? *Give the work in full.*

7. A grocer bought 128 gallons of molasses at $0.64 per gallon, and paid $2.08 for cartage. He lost 16 gallons by leakage. At what price must he sell the remainder so as to gain $\frac{1}{5}$ of the entire cost? *Give the work in full.*

8. A room is 31 feet 6 inches long; what is its width if the floor area is 84 square yards? *Give the work in full.*

9. By selling an estate for $13,397.50 I made a profit of 15 per cent. on the price paid for it; what was that price? *Give the work in full.*

10. By selling a horse for $218.75 I lost $12\frac{1}{2}$ per cent. of the cost; what was the cost? *Give the work in full.*

Third Subject:

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

The letter should be signed with the applicant's number, not his name.

SCHEDULE A — CLASS 2.*

[General Examination.]

Clerical Service.

First Subject:

Writing from dictation.

One of the examiners will read, so distinctly that each person being examined can hear, one of the exercises for dictation. In general, not more than twenty words per minute will be read, nor more than five or six words without pause. After the reading, five minutes will be allowed for reviewing the work.

[*To Applicant.* Write as much as you can of the passage read. If from any cause you miss a word, do not pause, but go on with the next words you hear. *Write clearly; spell and punctuate correctly. Use no abbreviations.*]

Spelling. Usually twenty words, announced by the examiner.

Rough draft. Making a fair copy of the rough draft of a letter or report, writing out all abbreviations in full, and inserting the added or corrected parts in their proper places. *No changes in punctuation or capitals are to be made.*

Second Subject:

1. Write in figures the following number: —

   One hundred two billion five million thirteen thousand three and two-hundred-sixty-one three-hundred-forty-thirds.

   Write in words the number expressed by the following figures: — 3,005,010,001.00004

2. Add these *across*, placing the totals in the spaces indicated; then add the totals: —

						Totals.
22,847	16,830	7,543	16,398	36,656	21,475	
28,458	8,864	42,260	38,696	133,408	38,650	
18,395	23,476	23,654	6,585	38,680	134,784	
21,187	38,685	76,654	142,348	23,234	8,548	
28,560	42,850	86,586	28,392	9,463	125,574	

* To become eligible, applicants who take the general examination must obtain sixty-five per cent. in each of the first three subjects.

3. To $\frac{4}{5}$ of $\frac{5}{9}$ add $\frac{4}{11}$ of $\frac{22}{63}$. *Give the work in full.*

   By what fraction must $\frac{\frac{310}{37}}{\frac{33}{74}}$ be multiplied, that the product shall be 1? *Give the work in full.*

4. $189\frac{7}{8}$ acres are $89\frac{23}{24}$ acres more than $\frac{11}{36}$ of Smith's land; how many acres are there in Smith's land? *Give the work in full.*

5. Add thirty-three and forty-five hundred-thousandths, four and fifteen ten-thousandths, one hundred seven and fifteen thousandths, three hundred fifty-five millionths; divide the amount by five-tenths, and subtract eighteen and three-eighths. *Give the work in full. Use decimals.*

6. What will it cost to cut a road through a hill, the depth of the cut being 15 feet, the average width 20 feet, and the length of the road 40 yards, at 66 cents a cubic yard? *Give the work in full.*

7. A salt-dealer put up 56,000 pounds of salt in 20-pound, 10-pound and 5-pound boxes, using the same number of each size. How many boxes of each size did he put up? *Give the work in full.*

8. An agent is entrusted with $3,762.88 and instructed to buy flour at $5.25 a barrel. The freight is $250, and the agent charges 2 per cent. commission. How many barrels of flour does he buy? *Give the work in full.*

9. If I sell $1,250 worth of my property, the value of the remainder will be $87\frac{1}{2}$ per cent. of the whole property. What is the value of the whole? *Give the work in full.*

10. The tax on the real estate of a town amounts to $65,675; the rate per thousand dollars is $18.50; what is the assessed value? *Give the work in full.*

Third Subject:

1. Find the simple interest on $675 for 2 years, 3 months and 18 days, at the rate of $4\frac{1}{2}$ per cent. a year. *Give the work in full.*

2. A 6 months note for $2,050, dated January 3, was discounted at a Boston bank March 8, at the rate of 6 per cent. Find the proceeds. *Give the work in full.*

3. Find the difference between the simple and the compound interest on $450 for 2 years and 6 months, the rate being 6 per cent. *Give the work in full.*

4. If the proceeds of a 5 months note, discounted at a Boston bank the day it was dated, at the rate of 7 per cent., were $970.83, what was the face of the note? *Give the work in full.*

5. I can invest $19,964 in 6 per cent. stock selling at 108½, or in 5 per cent. stock selling at 92; which will yield the greater income, and how much greater will it be? *Give the work in full.*

Fourth Subject:

Writing a letter on some subject given at the examination.

[This exercise is designed chiefly to test the applicant's skill in English composition, knowledge of the use of punctuation marks and capitals, paragraphing, etc.]

The letter should be signed with the applicant's number, not his name.

SCHEDULE A — CLASS 3.

Inspector: Water Department.

First Subject:

State how long you have resided in this city and what your trade or occupation has been since you began to earn your living.

If you have learned a trade, state where and under whom you learned it and how long you worked at it.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you may have obtained in business life or in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is.

Write not less than ten lines. Do not sign your name.

[On this the applicant is marked for clearness and correctness of statement, and for experience.]

Second Subject:

1. Write in figures the following number: —
   One hundred eleven thousand three hundred six.
   Write in words the number expressed by the following figures: — 49,852
2. Add the following column of figures: —

27,896
35,427
12,397
75,556
29,872
12,387

3. An army of 10,000 men lost 4,809 men in battle; how many men were left? *Give the work in full.*
4. How much will 72 barrels of flour weigh, if each barrel weighs 196 pounds? *Give the work in full.*
5. How many horses worth $125 apiece must be given for a farm worth $11,000? *Give the work in full.*
6. What will be the cost of 32 pounds of coffee at 28⅜ cents a pound? *Give the work in full.*

Third Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions to test the applicant's knowledge of the water service, causes of waste, etc.

Fifth Subject:

Reading a water meter.

SCHEDULE A — CLASS 3.

Inspector: Health Department.

First, second and third subjects: — Letter-writing, spelling, handwriting, arithmetic.

Fourth Subject:

Questions relating to the duties of health inspector; contagious diseases; fumigation and purification; ventilation, disinfectants, etc.

SCHEDULE A — CLASS 3.

Almoner, Agent, Inspector, Visitor: Department of Overseers of the Poor.

First Subject:

Writing from dictation.
Spelling.

Second Subject:

Letter-writing.
Experience.

Third Subject:

1. Write in figures the following amount: —
   Four thousand six dollars and nine cents.
   Write in words the number expressed by the following figures: — 60,010
2. Add the following column: —

$287.46
1,349.82
2,386.95
689.73
1,055.28
964.13

3. If the salaries of 2,010 teachers amount to $1,055,752.50, what is the average salary of each? *Give the work in full.*
4. A farmer bought 25 cows at $37.75 apiece, and a number of others at $25 apiece; how many cows in the second lot, if the whole cost was $4,668.75? *Give the work in full.*
5. A merchant sold $182\frac{1}{2}$ pounds of sugar, $12\frac{3}{4}$ pounds of cheese and $37\frac{1}{8}$ pounds of tea; how many pounds did he sell in all? *Give the work in full.*

Fourth Subject:

Handwriting: shown by copying printed matter.

Special Subject:

Questions relating to the settlement and pauper laws.

SCHEDULE A — CLASS 4.

Stenographer-Typewriter.

First Subject:

Copying printed matter, thus showing handwriting and accuracy in copying. Spelling: twenty words announced by the examiner.

Second Subject:

1. Write in figures the following number: —
   One hundred three million four thousand two and thirty-one seventy-fifths.
   Write in words the number expressed by the following figures: — 9,001,010.0012

2. Add these *across*, placing the totals in the space indicated; then add the totals: —

						Totals.
42,753	36,840	17,865	9,476	327,685	35,782	
36,415	32,264	74,322	3,482	22,690	24,969	
34,820	21,140	8,742	227,865	46,650	3,764	

3. What is the sum of $\frac{23}{84}$, $\frac{5}{7}$, $\frac{5}{6}$, and $\frac{13}{21}$? *Give the work in full*, using the lowest common denominator. *The answer must be in a mixed number.*
4. What is the cost of $19\frac{3}{7}$ tons of coal at $\$5\frac{3}{8}$ a ton? *Give the work in full. Use common fractions.*
5. To fifteen and fifty-three thousandths add six and forty-six ten-thousandths, divide the amount by three-hundredths and subtract three hundred fifty and five-eighths. *Give the work in full. Use decimals.*
6. What fraction multiplied by $3\frac{1}{7}$ equals $\frac{5\frac{1}{6}}{\frac{2}{5}}$? *Give the work in full.*
7. How many cubic yards of stone are contained in a wall 214 feet 4 inches long, 9 feet high and 3 feet 4 inches thick? *Give the work in full.*
8. If a pole $10\frac{1}{3}$ feet high casts a shadow $6\frac{1}{2}$ feet long, what is the height of a house which casts a shadow 39 feet long at the same hour? *Give the work in full.*
9. By selling a house for $8,437.50, I make a profit of $12\frac{1}{2}$ per cent.; what was the cost? *Give the work in full.*
10. If a man sells a horse for $220, he gains 10 per cent.; what per cent. will he gain or lose if he sells it for 10 per cent. less than $220? *Give the work in full.*

Special Subject:

Short-hand writing and type-writing. Two tests of skill and accuracy in taking short-hand notes are given, one at the rate of 100 words and one at the rate of 120 words a minute. These notes are then transcribed by the use of the type-writing machine.

Type-writing printed matter, showing accuracy, speed, and technique.

Tabulating, transcribing rough draft of a report, and making corrected copy of a rough unpunctuated letter.

Test of speed in type-writing from dictation.

Schedule A — Classes 1 and 2.

Messengers.

For positions as messengers, where the annual pay is at the rate of $800 or less, the same examination as for Schedule A, class 1.

For positions as messengers, where the annual pay is at the rate of more than $800, the same examination as for Schedule A, class 2.

Schedule B — Class 1.

Prison Service.

First Subject:

Writing from memory the substance of matter orally communicated.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

1. State in general terms your occupation since you became of age, and any experience you may possess which will be of use, if you should receive an appointment in the prison service.
2. If you have ever served in the prison department in any capacity, or in any public office, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.
3. Have you ever been convicted of any offence against the laws of this or any other State or nation?
4. Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?
5. Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

6. Have you served in the army or navy of the United States, either in time of peace or war; and, if so, how long did you serve, and in what capacity, and did you receive an honorable discharge therefrom?
7. If you have ever served in the volunteer militia, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.
8. Have you ever had the handling of men, either in public office or private employment?

Third Subject:

1. Write in figures the following numbers: —
   Two thousand seven hundred forty-two.
   Six hundred seventy dollars and three cents.
2. Write in words the numbers expressed by the following figures: — 3,742
   $693.51
3. Add the following column of figures: —

375
2,146
1,989
2,432
867
1,233

4. From 27,321 subtract 18,465. *Give the work in full.*
5. Divide 1,554 by 42. *Give the work in full.*
6. Multiply 305 by 46. *Give the work in full.*
7. If a man works twenty-six days at two dollars and twenty-five cents per day, how much money will he earn? *Give the work in full.*

Fourth Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

PHYSICAL EXAMINATION.

Schedule B — Class 1.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them are dead, of what disease did they die?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

* Circumference of chest after forced expiration, ; after full inspiration .	
Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the hearing good?	
Has the applicant varicose veins or varicocele?	
Has the applicant hernia?	
Is the applicant flat-footed or has he any other malformation or disease of the feet?	

* There should be a difference of two inches at least at forced expiration and on full inspiration.

Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

The applicant must be at least 5 feet 7 inches in height, in bare feet, and weigh at least 135 pounds without clothing.

REMARKS.

I hereby certify that I have this day examined and find that he is, by actual test, feet inches in height, in bare feet, and weighs pounds without clothing, and that he is of a robust constitution, and, in my opinion, is physically qualified to perform the duties of a prison officer.

Physician.

190 .

SCHEDULE B — CLASS 1.

*Metropolitan Park Police.**

The same tests, educational, physical and in development and strength, as are applied to applicants for the police force of Boston, Schedule B, Class 4.

SCHEDULE B — CLASS 2.

Fire Department of Boston.

For Admission to the Force as Call-Man or Permanent Substitute.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

* Each applicant for metropolitan park police service will be examined upon definitions of crimes, descriptions of legal papers and the duties of police officers, and he is entitled to receive from the commissioners a pamphlet containing the necessary information, after filing his application.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE, and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of Boston, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed and the length of time at each service.

Have you ever done fire duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the fire service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good fireman possess?

Give your reasons for wishing to become a member of the fire force of Boston.

Third Subject:

1. Write in figures the following number: —
   Ten thousand sixteen dollars and three cents.
   Write in words the number expressed by the following figures: — 11,006.
2. Add the following column: —

$2,743.14
1,967.42
3,742.87
658.45
1,592.18
1,898.09

3. A man paid $2,750 for a farm, $125 for drainage and $87.75 for repairs; he then sold it for $3,150.50. What was his profit by the transaction? *Give the work in full.*
4. A five-dollar bill was given to pay for 16.4 pounds of cheese at $0.125 per pound. What change should the purchaser receive? *Give the work in full.*
5. How much coffee at 36 cents a pound can be bought for $39.72? *Give the work in full.*
6. What will 125 pounds of sugar cost at $6\frac{2}{5}$ cents a pound? *Give the work in full.*

Fourth Subject:

* Questions relating to the duties of a fireman, as prescribed by the fire commissioner.

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* Each applicant for fire service will be examined upon the duties of the office for which he applies, and he is entitled to receive from the commissioners a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

Schedule B — Class 2.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had fits?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Are the functions of the brain and nervous system in a healthy state?	
Has the applicant varicose veins?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	

If the applicant has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
Has the applicant any predispositiou, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evideuce of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and find that he is sound in limb and body, is able-bodied, of robust constitution, has good eyesight and good hearing, and in my opinion is physically qualified to sustain the labors and exposures, and perform the duties of a fireman in the city of Boston, and that the above is a truthful record of the examination.

Physician.

190 .

Examination in Development and Strength.

Applicant for Fireman of Boston.

	Measurement.	Per Cent.	Weight.	Product.
Age, weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . A.			5	
Girth, waist, . B.			4	
Girth, waist, . C.			2	
Girth, chest, . A.			1	
Girth, chest, . B.			2	
Girth, chest full, C.			1	
Girth, chest full, D.			2	
Depth of chest, A.			1	
Depth of chest, B.			2	
Depth of chest, C.			3	
Depth of abdomen, A.			5	
Depth of abdomen, B.			4	
Depth of abdomen, C.			1	
Girth, R. thigh, . .			1	
Girth, L. thigh, . .			1	
Girth, R. calf, . . .			1	
Girth, L. calf, . . .			1	
Girth, R. upper arm,			1	
Girth, L. upper arm,			1	
Girth, R. forearm, .			1	
Girth, L. forearm, .			1	
Muscular condition,			4	
Development, ...				

The stature shall not be below 5 feet 5 inches, in bare feet, nor the weight below 135 pounds, naked.

All measurements shall be made on the bare body.

The examiner is called upon to pay special attention to the annexed schedules in determining the fitness of the applicant.

Height. Feet.	Height. Inches.	Circumference of Chest. Inches.	Height. Feet.	Height. Inches.	Min. Weight. Pounds.
5	5	32	5	5	135
5	6	32½	5	6	135
5	7	33	5	7	135
5	7½	33½	5	7½	138
5	8	34	5	8	140
5	9	34½	5	9	145
5	10	35	5	10	150
5	11	35½	5	11	155
6	–	36	6	–	160
6	1	36½	6	1	165
6	2	37	6	2	170
6	3	37½	6	3	175
6	4	38	6	4	180

	Strength Tests.	Per Cent.	Weight.	Product.
Capacity of lungs, ...			3	
Strength of lungs, ...			2	
Strength of back, ...			3	
Strength of legs, ...			4	
Strength of upper arm, H. P. . .			5	
Strength of forearm, R. L. . .			3	
Pectorals, ...			1	
Traction pull, ...			3	
Dumb bells, ...			3	
Abdominal muscles, ...			3	
Adductors, ...			1	
Ladder, ...			5	
Rope, ...			4	
Agility, ...			5	
			45	
Strength, ...				

	Per Cent.	Weight.	Product.
Development, . .		1	
Strength, . . .		2	
		3	
General physical condition, . . .			

Remarks.

I hereby certify that I have this day of , 190 , carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Examiner.

Schedule B — Class 3.

Police of Cities other than Boston.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of the city, giving as complete an account as possible of your school experience; also of the occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force.

Third Subject:

1. Write in figures the following number: —
   Twenty thousand six hundred five.
   Write in words the number expressed by the following figures: — 6,010
2. Add the following column: —

$287.54
195.87
349.63
101.25
246.80
328.42

3. If a man's yearly income is $1,200, and he spends $20 a week, how much can he save in one year? *Give the work in full.*
4. How many hogs can be bought for $1,076.25, if each hog cost $5.25? *Give the work in full.*
5. What will $8\frac{2}{3}$ pounds of tea cost at 66 cents a pound? *Give the work in full.*
6. How many quarts of milk, at 7 cents a quart, will pay for 35 pounds of sugar at 5 cents a pound? *Give the work in full.*

Fourth Subject:

* Questions relating to the duties of a police officer, definitions of crimes, descriptions of legal papers, statutory law, etc.

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* Each applicant for police service in any city will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the Board of Examiners a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

Schedule B — Class 3.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

* Circumference of chest after forced expiration, ; after full inspiration, .	
Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Has the applicant varicose veins or varicocele?	
Has the applicant hernia?	
Is the applicant flat-footed or has he any other malformation or disease of the feet?	

* There should be a difference of two inches at least at forced expiration and on full inspiration.

Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

The applicant must be at least 5 feet 7 inches in height, in bare feet, and weigh at least 135 pounds, without clothing.

REMARKS.

I hereby certify that I have this day examined and find that he is, by actual test, feet inches in height, in bare feet, and weighs pounds without clothing, and that he is of a robust constitution, and, in my opinion, is physically qualified to perform the duties of a policeman in the city of

, *City Physician.*

190 .

SCHEDULE B — CLASS 3.

District Police. — Inspection Department.

First Subject:

The answers to the questions on this sheet will be marked under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Inspector in the District Police Force, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

Copying printed matter, thus showing handwriting and accuracy in copying.

Third Subject:

1. Write in figures the following number: —
   Fifteen million four thousand fifty-one.
   Write in words the number expressed by the following figures: — 6,201,504
2. Add the following column of figures: —

131,042
275,634
187,965
98,325
346,424
764,326

3. Add together $2\frac{7}{15}$, $4\frac{5}{9}$, $3\frac{1}{6}$. *Give the work in full*, using the lowest common denominator. Give the answer in mixed numbers.
   Multiply $25\frac{2}{7}$ by $3\frac{1}{3}$. *Give the work in full.*
4. Add together 201.23, 36.5 and .693; divide the sum by 4, and subtract 18.59896 from the product. *Give the work in full.*
5. How many square yards are there in a plot of ground 165 feet long and 150 feet wide? *Give the work in full.*
6. How many cubic feet will there be in a tank 16 feet 3 inches long, 9 feet 6 inches wide and 6 feet deep? *Give the work in full.*

Fourth Subject:

Questions on the following subjects: Ventilation, sanitary plumbing, guarding machinery, safety devices on elevators, modes of egress in case of fire, devices and appliances for extinguishing fire, employment of women and children.

SCHEDULE B — CLASS 3.

Detective Force of District Police.

First Subject:

Write a letter, addressed to the Civil Service Commissioners, stating in detail what has been your experience. If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it. *Sign the letter with your number, not your name.*

Second Subject:

1. Write in figures the following number: —
   Fifteen thousand seven hundred one.
   Write in words the number expressed by the following figures: — 10,010
2. Add the following column of figures: —
   26,954
   17,683
   10,857
   18,642
   25,395
   32,963
3. If a man should buy a lot of land for $20,000, and sell it for $18,775, how much would he lose by the transaction? *Give the work in full.*
4. If 35 hogs cost $394.45, what is the cost of each hog? *Give the work in full.*
5. When eggs cost 35 cents a dozen, what is the cost of 648 eggs? *Give the work in full.*
6. What will 45 pounds of sugar cost at $8\frac{1}{3}$ cents a pound? *Give the work in full.*

Third Subject:

Copying printed matter, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions relating to crimes, criminal processes, legal papers and methods of procedure which officers must know about in the prosecution of criminal cases.

PHYSICAL EXAMINATION.

Schedule B — Class 3.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them are dead, of what disease did they die?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

* Circumference of chest after forced expiration,	; after full inspiration,
Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Has the applicant varicose veins or varicocele?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	
Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
† Does the applicant display any evidence of having or having had syphilis?	

* There should be a difference of two inches at least at forced expiration and on full inspiration.

† Syphilitic taint or obesity must be regarded as good cause for rejection.

The applicant must be at least 5 feet 7 inches in height, in bare feet, and weigh at least 135 pounds, without clothing.

REMARKS.

_____

_____

_____

I hereby certify that I have this day examined and find that he is, by actual test, feet inches in height, in bare feet, and weighs pounds without clothing, and that he is of a robust constitution, and, in my opinion, is physically qualified to perform the duties of a district police officer.

Medical Examiner,
District.
County.

190 .

SCHEDULE B — CLASS 4.

Police Force of Boston.

First Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — EXPERIENCE and CLEARNESS AND CORRECTNESS OF STATEMENT. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

Write a letter to the mayor of Boston, giving as complete an account as possible of your school experience; also of the various occupations in which you have been engaged since you began to earn your own living, the firm or corporation by whom employed, and the length of time at each service.

Have you ever done police duty in any capacity, or been employed in any public office? If so, state when, where, how long, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Have you ever had any experience which, in your opinion, particularly fits you for the police service? If so, state the same fully.

When were you born? Give month, day and year.

Where were you born?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, for whom and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

In your opinion, what particular qualities should a good policeman possess?

Give your reasons for wishing to become a member of the police force of Boston.

Third Subject:

1. Write in figures the following amount: —
   Ten thousand five dollars and two cents.
   Write in words the number expressed by the following figures: — 9,002

2. Add the following column: —

$1,865.43
3,459.12
1,865.42
999.85
2,394.12
1,164.10

3. A man paid $4,162.50 for a farm, $137.50 for drainage and $250.75 for repairs; he then sold it for $4,850.50. What was his profit by the transaction? *Give the work in full.*

4. A ten-dollar bill was given to pay for 18.4 pounds of coffee at $0.325 per pound. What change should the purchaser receive? *Give the work in full.*

5. How much coffee at 39 cents a pound can be bought for $27.56? *Give the work in full.*

6. What will 220 pounds of sugar cost at $7\frac{2}{5}$ cents a pound? *Give the work in full.*

Fourth Subject:

* Questions relating to the duties of a policeman, as prescribed by the Board of Police.

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* Each applicant for police service will be examined upon definitions of crimes, descriptions of legal papers, and the duties of the office for which he applies, and he is entitled to receive from the commissioners a pamphlet containing the necessary information, after filing his application.

PHYSICAL EXAMINATION.

Schedule B — Class 4.

I, [Write your full name.] , hereby declare that the answers to the following questions relating to my personal and family health, history, habits, and antecedents, are true to the best of my knowledge and belief, and that I am the person described in the following record of examination.

The Applicant will fill out this portion of the blank.

What is your occupation?
Do you use tobacco? If so, in what manner, and how much do you use in a week?
Do you drink intoxicating liquors? If so, how frequently?
Have you any disease now?
What diseases have you had during the last seven years?
Do you know of any hereditary disease in your family?
If your parents, brothers, or sisters, or any of them, are dead, of what disease did they die?
Have you ever had fits?
Have you ever had any fracture or dislocation?
Have you ever received any injury to the head or spine?
Are you subject to piles?
Have you been vaccinated?
Have you ever had rheumatism?

Certificate of Examining Surgeon.

Are there any indications of disease of the organs of respiration or their appendages?	
Are there any indications of disease of the heart or of the blood vessels?	
Is the sight good?	
Is the applicant color blind?	
Is the hearing good?	
Are the functions of the brain and nervous system in a healthy state?	
Has the applicant varicose veins?	
Has the applicant hernia?	
Is the applicant flat footed or has he any other malformation or disease of the feet?	

If the applicant has had any serious illness or injury, state expressly what effect, if any, is perceptible in the heart, lungs, kidneys or other abdominal organs, or the skin, eyes, ears, limbs, etc.	
Has the applicant any predisposition, either hereditary or acquired, to any constitutional disease, as phthisis, scrofula, rheumatism?	
* Does the applicant display any evidence of having or having had syphilis?	

* Syphilitic taint or obesity must be regarded as good cause for rejection.

Remarks.

I hereby certify that I have this day carefully and thoroughly examined the above-named applicant, and find that he is sound in limb and body, is able-bodied, of robust constitution, has good eyesight and good hearing, and in my opinion is physically qualified to sustain the labors and exposures, and perform the duties of a policeman in the city of Boston, and that the above is a truthful record of the examination.

Physician.

190 .

Examination in Development and Strength.

Applicant for Policeman of Boston.

	Measurement.	Per Cent.	Weight.	Product.
Age, , weight,				
Height, ft. in.				
Sitting height, ft. in.				
Girth, waist, . A.			5	
Girth, waist, . B.			4	
Girth, waist, . C.			2	
Girth, chest, . A.			1	
Girth, chest, . B.			2	
Girth, chest full, C.			1	
Girth, chest full, D.			2	
Depth of chest, A.			1	
Depth of chest, B.			2	
Depth of chest, C.			3	
Depth of abdomen, A.			5	
Depth of abdomen, B.			4	
Depth of abdomen, C.			1	
Girth, R. thigh, . .			1	
Girth, L. thigh, . .			1	
Girth, R. calf . . .			1	
Girth, L. calf, . . .			1	
Girth, R. upper arm,			1	
Girth, L. upper arm,			1	
Girth, R. forearm, .			1	
Girth, L. forearm, .			1	
Muscular condition,			4	
Development, ...				

The stature shall not be below 5 feet 8 inches, in bare feet, nor the weight below 140 pounds, naked.

All measurements shall be made on the bare body.

The examiner is called upon to pay special attention to the annexed schedules in determining the fitness of the applicant.

Height. Feet.	Height. Inches.	Circumference of Chest. Inches.	Height. Feet.	Height. Inches.	Weight. Pounds.
5	8	34	5	8	140
5	9	34½	5	9	145
5	10	35	5	10	150
5	11	35½	5	11	155
6	–	36	6	–	160
6	1	36½	6	1	165
6	2	37	6	2	170
6	3	37½	6	3	175
6	4	38	6	4	180

	Strength Tests.	Per Cent.	Weight.	Product.
Capacity of lungs, . . .			3	
Strength of lungs, . . .			2	
Strength of back, . . .			3	
Strength of legs, ...			4	
Strength of upper arm, H. P. . .			5	
Strength of forearm, R. L. . .			3	
Pectorals, ...			1	
Traction pull, ...			3	
Dumb bells, ...			3	
Abdominal muscles, . . .			3	
Adductors, ...			1	
Agility, ...			4	
Strength, ...			35	

	Per Cent.	Weight.	Product.
Development, . .		1	
Strength, . . .		2	
		3	
General physical condition, . . .			

Remarks.

I hereby certify that I have this day of , 190 , carefully and thoroughly examined the above-named applicant, and that the above is a truthful record of such examination.

Physical Examiner.

SCHEDULE B — CLASS 5.

Draw-tender of Bridges.

First Subject:

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

How long have you followed that trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

Have you ever been a draw-tender or assistant draw-tender? If so, state when, where, for how long, and, if you have left the position, why you left it.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you had any other experience which, in your opinion, fits you for the position you seek? If so, state the same fully.

Can you pull and manage a row-boat?

Are you an expert swimmer?

Do you hold a State license as an engineer? If so, what is the date of it?

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bar-tender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What is the date of your birth?

Where were you born?

Second Subject:

1. Write in figures the following: —
   One thousand five hundred and sixty-three dollars and fourteen cents.
2. Write in words the number expressed by the following figures: — 14,368
3. Add the following column of figures: —

1,792
3,467
1,823
3,119
427
2,236

4. From 21,315 subtract 19,678. *Give the work in full.*
5. Divide 4,968 by 23. *Give the work in full.*
6. Multiply 726 by 54. *Give the work in full.*

Third Subject:

Questions relating to the duties which draw-tenders are called upon to perform.

Schedule B — Class 6.

Foremen and Inspectors.

First Subject:

The answers to the questions on this sheet will be marked under the head Experience. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where, how long and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned, and how long you worked at each.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, how long and for whom you worked, and the kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

1. Write in figures the following number: —
   One thousand five hundred sixty-three.
   Write in words the number expressed by the following figures: — 12,207
2. Add the following column of figures: —
   1,743
   876
   1,427
   3,764
   998
   2,507
3. Suppose you have under you 36 men at $1.75 per day; a rain-storm prevents them from working the last half day. What will be the amount of their pay for that day? *Give the work in full.*
4. If you have a pile of 10,000 bricks, and take away 7,550 of them, how many will be left? *Give the work in full.*
5. When stone is worth 88 cents a yard, how many yards can be bought for $37.85? *Give the work in full.*

Third Subject:

Foremen and inspectors in the water department.

Questions on trench work, pipe-laying, measurements and materials.

Third Subject:

Foremen and inspectors in sewer department.

Questions relating to the different kinds of sewers, the preparation and use of cement and other materials, and trench work.

Third Subject:

Foremen and inspectors in the department of streets, parks, cemeteries and public grounds.

Questions on street, road and sidewalk building, cart measurement, grade-stakes, etc.

Third Subject:

Foremen and inspectors in the street cleaning division.

Questions relating to cleaning streets.

Third Subject:

Foremen and inspectors in sanitary division.

Questions relating to the handling of ashes, offal, etc.

Fourth Subject:

Foremen and inspectors in all the departments except the street cleaning and sanitary departments.

Questions on ledge work, and the care and use of explosives.

Fourth Subject:

Foremen and inspectors in the street cleaning and sanitary divisions.

Questions relating to the handling and care of horses.

Fifth Subject:

Foremen and inspectors in the department of streets, parks, cemeteries and public grounds.

Questions on drainage.

SCHEDULE B — CLASS 7.

Sub-foreman of Laborers.

First Subject:

State your occupation during the past ten years, the names and residences, so far as you remember, of your employers during that period.

Have you ever been foreman or sub-foreman in charge? If so, state when, where, and under whom you worked, and the kind of work in which you were employed.

Have you ever had charge of men? If so, state fully how many, where, when, for how long and in what kind of work.

Have you ever done any ledge work, or had the handling or care of explosives? If so, state when, where and for how long.

[On these statements the applicant is marked for experience only.]

Second Subject:

1. Write in figures the following: —
   One hundred and sixty-three dollars and twelve cents.
2. If you receive 23 loads of gravel one day, 34 loads the next, and 17 loads the next, how many loads will you then have in all? *Give the work in full.*
3. If you have $45 and pay out $27 for rent and other expenses, how much will you have left? *Give the work in full.*
4. If a cubic yard of stone costs 88 cents, how many yards can be bought for $39.60? *Give the work in full.*
5. What wages, at $1.75 per day, would be due a laborer, he having worked an entire week of six days, except one half day. *Give the work in full.*

Third Subject:

Questions relating to general work; the use of tools, reading grade-stakes, tallying, etc.

Fourth Subject: (Not obligatory.)

Questions on ledge work; the tools used, care and use of explosives, etc.

Fourth Subject:

Sub-foremen in the sanitary and street cleaning divisions.

Questions relating to the handling and care of horses.

Schedule B — Class 6.

Building Inspectors.

First Subject:

The answers to the questions on this sheet will be marked under two heads, — Experience, and Clearness and Correctness of Statement. *Any false statements made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Did your present or last employer sign a recommendation for you upon your present application? If not, why not?

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position of Building Inspector, state the same fully.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

Copying printed matter, thus showing handwriting and accuracy in copying.

Third Subject:

Arithmetic.

Fourth Subject:

Questions relating to brick and stone masonry, carpentry and iron work.

Fifth Subject:

Knowledge of construction as shown by drawing plans to scale.

SCHEDULE B — CLASS 8.

Engineers, Janitors and Persons having Charge of Steam Boilers and Furnaces in the School Buildings in the City of Boston.

First Subject:

The answers to the questions on this sheet will be marked under the head EXPERIENCE. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is your trade or occupation?

Where and under whom did you learn your trade or occupation?

At what kind of work are you now employed, who is your employer, and how long have you been so employed?

If you are not at work now, state where and by whom you were employed last, the kind of work, and why you left that work.

Have you followed more than one trade or occupation? If so, state what trades or occupations you have followed other than the one you have already mentioned.

If there is anything else in your experience which may tend to show your fitness for the position you seek, state the same fully.

When were you born?

Where were you born?

Have you ever had the charge or care of any building, public or private? If so, state the kind of building, its size, where located, and how long you had the charge or care of it.

Have you had any experience in taking care of furnaces or heating apparatus? If so, state when and where, the kind of building heated, how long you were so employed, and what kind of heating apparatus was used.

Do you now hold a State license as an engineer or fireman? If so, give class and date of license.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

Second Subject:

Arithmetic: Six questions, including addition, subtraction, multiplication, division, and the reading and writing of numbers.

Third Subject:

Copying a printed statement, thus showing handwriting and accuracy in copying.

Fourth Subject:

Questions relating to the care and handling of furnaces, gas, water supply, etc., ventilation and sanitary matters.

[Each applicant for appointment to a position as engineer is required to exhibit a license from a State Inspector of Steam Boilers.]

[Each applicant for appointment to a position as janitor of a school building where steam heat is used will be required to exhibit a license from a State Inspector of Steam Boilers.]

Schedule B — Class 9.

The Fire Service of Cities other than Boston.

This examination is similar to that of Schedule B, Class 2, — the fire service of Boston.

Schedule B — Class 10.

Truant Officers of Boston.

First Subject:

Copying printed statement.

Spelling.

Second Subject:

The answers to the questions on this sheet will be marked as a whole under two heads, — Experience and Clearness and Correctness of Statement. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

State how long you have resided in this city, and what your occupation has been since you began to earn your living.

If you have had any practical experience in the duties of the office for which you apply, or of any similar office, state when, where, for how long and under whom you had it.

State also any experience you have had in the superintendence of others, either in public or private business.

If you are familiar with any foreign language, state what language it is, and whether you can read, write and speak it.

Write not less than ten lines. Do not sign your name.

Have you ever been employed as a public officer? If so, state what office you held, when, where, how long you served, whether you were ever discharged for cause, or requested to resign; and whether, while in office, you were ever complained of for violation of the rules of the office, or for any conduct unbecoming an officer; and, if such complaint was made, what action was taken thereon.

Where were you born? Give month, day and year.

Have you ever served in the army or navy of the United States, either in time of peace or war? If so, how long did you serve and in what capacity, and did you receive an honorable discharge therefrom?

Have you ever served in the volunteer militia? If so, name the regiment and company, and state how long and in what capacity you served, and whether you have been honorably discharged, been dismissed, have resigned or been asked to resign.

Have you ever had the handling of men, either in public office or private employment? If so, state how many and in what kind of work.

Have you ever been convicted of any offence against the laws of this or any other State or nation? If so, make a full statement of the case, giving particulars as to date, place, your age at the time, the nature of the offence, the penalty, and all other facts relating thereto.

Have you ever been a dealer in intoxicating liquors, or a bartender? If so, when, where, and for how long?

Do you ever drink distilled or fermented liquors of any kind? If so, state fully and definitely what your habits are in such use of them. If you are a total abstainer, state how long you have abstained.

What particular qualities should a man possess in order that he may become an efficient truant officer?

Third Subject:

Arithmetic, including addition, subtraction, multiplication and common fractions.

Fourth Subject:

Letter writing.

Note. Applicants for positions as truant officers are also required to undergo a physical examination.

Schedule B — Class 11.

Janitors of School Buildings in Cities other than Boston.

An examination similar to that given for Schedule B, Class 8.

Schedule B — Class 13.

Divisions of the Civil Engineering Force.

Division A, or rodmen: To include chainmen, rodmen and all assistants under whatever designation, except draughtsmen, whose maximum pay does not exceed the rate of $800 per annum.

Division B, or instrument men: To include transitmen, levellers and all assistants under whatever designation, except those covered by divisions A and E, and whose maximum pay does not exceed the rate of $1,100 per annum.

Division C, or assistant engineers (junior grade): To include engineers and surveyors in responsible charge of work and engineers in charge of designing, whose maximum pay does not exceed the rate of $1,600 per annum.

Division D, or assistant engineers: To include all engineers whose pay exceeds the rate of $1,600 per annum.

Division E, or draughtsmen: To include all assistants whose duties are chiefly drafting, and whose pay does not exceed the rate of $1,300 per annum.

Schedule B, Class 13, Division A (Rodman).

Handwriting; shown by copying printed matter.

Spelling; twenty words, announced by one of the examiners.

Education and experience.

The answers to the questions on this sheet will be marked under the heads of Education and Experience. *Any false statement made by the applicant in answering these questions will be regarded as good cause for excluding him from the eligible list, or for removal or discharge during probation or thereafter.*

What is the date of your birth?

State what grammar school, high school, technical school or college you have attended, the dates and length of attendance, the studies pursued and diplomas taken. State any other facts regarding your education which you think may be of service to the examiners.

Have you had any practical experience in the duties of the position for which you apply? If you have, state the particular position or positions you have held; the nature of your duties in each case; where, when, how long and under whom (giving accurately the name and address) you have been so employed.

Are you employed at present? If you are, give the name and address of your employer, state the nature of your duties and the length of time you have held this position. If you are not employed, state how long you have been without employment and the cause for which you last ceased work.

Arithmetic, — including common and decimal fractions, percentage, square root, mensuration of rectangular surfaces and solids.

Sample Questions.

1. Add 467 feet $8\frac{1}{2}$ inches, 27 feet $9\frac{7}{8}$ inches, 510 feet $4\frac{1}{8}$ inches and 102 feet $6\frac{5}{8}$ inches, and from the sum subtract 299.52 feet, giving the answer to the nearest eighth of an inch.
2. Multiply two hundred fifty-seven ten-thousandths by forty-nine thousandths.
3. Divide 2,880 by .0036.
4. Add $\frac{10}{11}$, $\frac{123}{125}$ and $\frac{53}{55}$, and reduce the sum to a decimal fraction carried to five places of decimals.
5. A dry brick weighing 4 pounds 6 ounces was immersed in water for twenty-four hours, at the end of which time it was found to weigh 5 pounds $0\frac{1}{2}$ ounce; what per cent. of its own weight was absorbed?
6. A square plot of ground contains 108,900 square feet; what is the length of a side?
7. A rectangular piece of land, 210 feet 3 inches long and 50 feet 9 inches wide, has a ditch 6 feet wide and 4 feet deep, which was dug inside the boundary lines, said lines being the outer edge of the ditch. How many cubic yards of material were removed from the ditch?

Algebra; to and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Multiply $\left(x^2-\frac{x}{3}+\frac{1}{4}\right)$ by $\left(\frac{x}{2}+\frac{1}{4}\right)$.
2. Divide $256\ a^3\ b\ c^2\ x^3$ by $-16\ a^2\ c\ x^2$.
3. Divide a distance of 1,000 feet into three parts, — A, B and C, such that A shall be 72 feet longer than B and 100 feet shorter than C. Solve by algebraic method.
4. Solve the equation $2\sqrt{x}+\frac{2}{\sqrt{x}}=5$.
5. A rectangular field contains 40,960 square feet. If its length were increased by 65 feet and its breadth by 50 feet, its area would be increased by 26,450 square feet. Find the length and breadth of the field.

Geometry; the applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. One interior angle of a certain triangle contains 43° 19′ 40″; a second interior angle contains 105° 59′ 20″; what is the value of the remaining angle?
2. Choose any three points on paper, and by aid of a sketch explain how, by geometrical construction, you would find the centre of a circle passing through them.
3. What is the length of the circumference of a circle which would enclose an area of 5,000 square feet? $\pi = 3.1416$.
4. If a field have two parallel sides, one of them 356 feet long and the other 407 feet long, the perpendicular distance between them being 96.5 feet, what is the area of the field?
5. A stone in the form of a pyramid 3 feet high, with its base a square 30 inches on a side, will weigh how much, assuming 150 pounds weight to the cubic foot?

Duties. Questions relating to the construction and use of rods, tapes, verniers and other implements and devices. Details of the work of rodmen in the field and office. Definitions of technical terms.

Tracing. Tracing cloth and a plan or a drawing of some engineering structure are furnished the applicant, who will be required to make a tracing in India ink.

SCHEDULE B, CLASS 13, DIVISION B (INSTRUMENT MAN).

Handwriting.
Spelling.
Education and experience. } Same as Division A.

Algebra. To and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Simplify, as far as possible, the expression $\dfrac{x - 1 - \dfrac{12}{x+3}}{x - 5 + \dfrac{12}{x+3}}$
2. Solve the equation $\left(\dfrac{a}{b} + \dfrac{b}{a}\right) x - \left(\dfrac{a}{b} - \dfrac{b}{a}\right) + 2x = a$.
3. The circumference of the hind-wheel of a carriage is greater by 4 feet than that of the fore-wheel. In travelling 1,200 yards, the fore-wheel makes 75 revolutions more than the hind-wheel. Find the circumference of each wheel.

4. A man has two square lots of unequal size, together containing 15,025 square feet. If the lots were contiguous, it would require 530 feet of fence to embrace them in a single enclosure of six sides. Find the area of each lot.

5. Solve, for either x or y, the simultaneous equations $\begin{cases} x^2 + 3y^2 = 28 \\ x^2 + 2y^2 + xy = 16 \end{cases}$

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. The altitudes of two equilateral triangles are respectively as 3 to 4. Find the ratio of their areas, and give your reasoning.
2. Show how, by geometrical construction, you would divide a given straight line into any required number of equal parts. Give the reasoning upon which you base your construction.
3. Find the length of the perimeter of an equilateral triangle which would enclose one acre.
4. A metal cylinder 5 feet long and 8 inches in diameter is turned down in a lathe to a diameter of 6 inches. Find the total weight of metal removed, assuming 450 pounds per cubic foot.
5. A cone measures 32 feet around the base, and the length of its slope is 8 feet. Find the number of cubic yards it contains.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. What do you understand by the cosine of an angle? By the tangent? By the versed sine? The sine of a certain angle is $\frac{1}{3}$; compute its cosine. What is the cosine of 135°?
2. What do you understand by the base of a system of logarithms? What is the base of the common system? In the common system, what is the logarithm of 1? Of 1,000? Of 0.01?
3. Compute by logarithms:

$$\frac{3.7096 \times 286.51 \times 0.2956}{1633.72}; \quad (23.8464)^3; \quad \sqrt[3]{0.0042937}.$$

4. In a right-angled triangle the hypothenuse measures 154 feet, and one of the acute angles 49° 53′. Compute, by natural functions, the lengths of the sides; determine also the area of the triangle.
5. In an oblique triangle, the angle B measures 19° 21′ 40″, the angle A 103° 35′, and the side opposite B 87.36 feet. Compute, by logarithms, one of the remaining sides.

Duties. Questions relating to the details of the work of the second man in a surveying party, in the field and office, including the construction, adjustment, care and use of the transit and level; compass and stadia surveying; details of surveying and levelling, keeping field notes, measuring and computing earth work. Definition of technical terms.

Plotting. Plotting a survey by co-ordinates from field notes, inking-in plot and lettering a title.

Sample Question.

Plot accurately, on a scale of 20 feet to an inch, the survey of a lot of land given in the following notes: —

Station	Bearing.	Distance.
1.	N. 35° 0′ E.	108.00 feet.
2.	N. 83° 30′ E.	51.60 "
3.	S. 57° 0′ E.	88.80 "
4.	S. 34° 15′ W.	142.00 "
5.	N. 56° 30′ W.	129.20 "

Ink-in the plot, mark the bearing and length of each side, and letter the following title, making your own arrangement: "Plan of land belonging to John Smith, December, 1897. Scale, 20 feet to an inch." (Arrange and space all letters, and finish enough in each line to show your skill.)

SCHEDULE B, CLASS 13, DIVISION C (ASSISTANT ENGINEER, JUNIOR GRADE).

Education and experience. Same as Division A.

Algebra. To and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Find, in as simple form as possible, the value of

$$\left(\frac{2}{3\,y^2} - \frac{2}{x\,y} + \frac{3}{2\,x^2}\right) \div \left(\frac{2}{3\,y^2} - \frac{3}{2\,x^2}\right)$$

2. Increase the length of a given rectangle 2 feet, and its width 1 foot, and its area is increased 12 square feet. On the other hand, diminish its length 3 feet, and its width 2 feet, and its area is diminished 11 square feet. What is the perimeter of the rectangle?
3. Francis' formula for the discharge over suppressed weirs is $Q = 3.33\, l\, h^{\frac{3}{2}}$, in which, if l and h are in feet, Q is in cubic feet per second. If h be 0.324 foot, what value of l will correspond to 5.37 cubic feet per second for Q?
4. A boat's crew rowed down stream 7 miles and back in 3 hours 20 minutes. The velocity of the current was 2 miles per hour. How many miles per hour would the crew make in still water?
5. Two loans, together amounting to $45,000, are made at different rates of interest, but the amounts borrowed are such that the respective annual interest payments are equal. If the first loan were to be charged the second's rate of interest, its annual payment would be $800; and if the second loan were to be charged the first's rate of interest, its annual payment would be $1,250. Find the respective rates of interest.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. Explain, by reference to a sketch, how you would divide a line that is 26 inches long into three parts proportional to the numbers 2, $\frac{3}{4}$, $\frac{1}{2}$. Compute also the lengths of the respective parts.
2. A hexagonal bar of steel, 10 feet 3 inches long, measures 12 inches around the perimeter of a right section. What is the weight of the bar, at 490 pounds per cubic foot?
3. A trapezoidal lot of land, 120 feet in length, measured perpendicularly between its parallel ends, tapers uniformly and equally on both sides from a width of 24 feet at one end to 14 feet at the other end. Where should it be cut transversely, that is, parallel to the ends, so as to make two pieces of equal area?
4. The base of a pyramid contains 144 square feet. A plane parallel to the base and four feet from the vertex cuts a section containing 64 square feet. What is the height of the pyramid?

5. A hollow cylinder 4 feet in diameter and 15 feet long, lying upon its side, is filled with water until the latter touches two-thirds of the circumference, at which time it is also within 1 foot of the top. How much water does the cylinder then contain?

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. The value of the sine of a certain angle is $\frac{12}{13}$. Without using tables, find the value of cosine, tangent, cotangent, secant and cosecant, and show clearly your method.
2. Three times the sine of a certain angle is equal to twice the square of the cosine of the same angle. What is the angle?
3. By logarithms obtain the value of the following expression: —

$$\frac{\left(0.68291\right)^{\frac{5}{2}} \times \sqrt{5.9546} \times \sqrt[3]{61.2}}{\sqrt[5]{298.543}}$$

4. Two tangents to a circular curve of 3,000 feet radius intersect so as to include an interior angle of 157° 8′. Find the length of either tangent from point of contact with curve to point of intersection, using natural functions.
5. A distance $A\ B$ across a stream is to be determined. A base line $A\ C$, 200 feet long, is measured off on one bank, sights are taken from each end of it to B, and the angles which the lines of sight make with the base are measured, A being 104° 53′ and C 58° 11′. Compute the distance $A\ B$, using logarithms.

Duties. Questions relating to the work of the head of an engineering field party, including the special work of surveying in cities, giving lines and grades for construction, measuring and estimating earth, rock and quantities in engineering structures; definition of technical terms; surveying problems.

Engineering theory. Elementary principles of mechanics, hydrostatics and hydraulics, and their application to simple problems. Problems in surveying.

Sample Questions.

(*Applicants are required to answer but three questions.*)

1. The notes of a survey and the calculated latitudes and departures are as follows: —

Stations.	Bearings.	Distances.	Latitudes.	Departures.
1.	N. 30° 0′ E.	328.68	284.64	164.34
2.	N. 57° 45′ E.	306.90	163.78	259.54
3.	S. 39° 30′ E.	396.00	305.58	251.87
4.	S. 37° 15′ W.	391.38	311.53	236.92
5.	N. 69° 15′ W.	465.96	165.07	435.78

Balance the survey, give the error of closure and calculate the area.

2. Two streets intersect at an angle of 42° 28′. It is desired to ease the acute-angled intersection, making the street boundary a circular curve of ten feet radius, tangent to the street lines. Give the area of the land to be taken, and the length of each line bounding it.

3. What should be the cross-section of a yellow pine beam 12 feet long, supported at both ends, to sustain with safety a centre load of 5,000 pounds?

   What should be the cross-section if the load is uniformly distributed?

   If a beam of the same length is fixed at one end only, and has the same load concentrated at the other, what should be the cross-section?

   Assume for all cases an extreme fibre strain of 1,250 pounds per square inch. The moment of inertia of a rectangle is $\frac{bh^3}{12}$.

4. Compute the number of square yards of paving in the road bed of a section of a curved street 30 feet wide, the radius of the centre line being 175 feet and the angle at the centre being 47 degrees.

5. A rectangular wall 10 feet high, weighing 140 pounds per cubic foot, would need to be how thick in order to be stable against overturning, if exposed to the pressure of water standing level with its top on one side only?

6. Compute the tension in pounds per square inch in the metal of a water pipe, if the metal be $\frac{1}{2}$ inch thick, the inside diameter of pipe 2 feet, and the water pressure that due to a static head of 207 feet.

7. The diameter of a steam engine cylinder is 9 inches, the length of crank 10 inches, the number of revolutions per minute 110, and the mean effective pressure of the steam 35 pounds per square inch. Find the indicated horse-power.

Materials and methods of construction. Properties and characteristics of the various materials used in engineering construction; proper tests to be applied to ascertain their strength and other qualities; methods employed in preparing and placing the materials in the work; definition of technical terms.

The questions which have been given have related to stone and brick masonry, methods of laying and bonding various classes of masonry, and the qualities of the several materials entering into their construction; to the different kinds of hydraulic cements, their strengths and methods of testing; to concrete, the proper proportions of the several ingredients and methods of mixing and depositing under different conditions; to the different kinds of roads and pavements, the materials used and methods of building; to the properties and characteristics of cast iron, wrought iron and steel, to the uses for which each is best adapted, and to their strengths and methods of testing the same. Definition of technical terms in common use in engineering specifications.

Schedule B, Class 13, Division D (Assistant Engineer, Senior Grade).

Education and experience. Same as Division A.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. The value of the tangent of a certain angle is $\frac{5}{12}$. Without using tables, find the value of sine, cosine, cotangent, secant and cosecant, and show clearly your method.
2. Water runs 42 inches deep in a 48-inch circular conduit. What is the area of the water section?
3. By logarithms obtain the value of the following expression: —

$$\frac{\left(0.68291\right)^{\frac{3}{2}} \times \sqrt{5.9548} \times \sqrt[3]{61.2}}{\sqrt[5]{298.543}}$$

4. Two tangents to a circular curve of 2,900 feet radius intersect so as to include an interior angle of 157° 8′. Find the length of either tangent from point of contact with curve to point of intersection, using natural functions.

5. A distance $A\ B$ across a stream is to be determined. A base line $A\ C$, 220 feet long, is measured off on one bank, sights are taken from each end of it to B, and the angles which the lines of sight make with the base are measured, A being 104° 53′ and C 58° 11′. Compute the distance, $A\ B$, using logarithms.

Engineering theory. Same as Division C.

Materials and methods of construction. Same as Division C (*except for surveyors* *).

Designing. This subject requires the applicant to make a complete design of an engineering structure in the particular line of work in which he is engaged, or in which he seeks employment, and to answer pertinent questions as to the actual work of construction. Data to the extent usually available in actual practice will be given, and from these the applicant must make the necessary computations, prepare plans and sketches, showing clearly his design, and write a brief specification of the work to be done, the whole to be in sufficient detail to enable a definite proposal to be made for building the proposed structure.

In the examinations which have been given under this subject, a whole day has been allowed for the work, and the applicant has been permitted to use, subject to the approval of the examiners, any tables, diagrams or other labor-saving devices with which he is familiar.

The designs which have been called for in examinations already held are: a steel highway bridge of 120 feet span; a main trunk sewer to meet given conditions; a city street with irregular grades and car tracks.

SCHEDULE B, CLASS 13, DIVISION E (DRAUGHTSMAN).

Handwriting.
Spelling.
Education and experience. } Same as Division A.

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* For surveyors (instead of materials and methods of construction): Advanced surveying. Questions in geodetic, topographic and hydrographic surveying; methods of accurate land surveying and levelling in cities; details of the work of laying out and grading new streets and relocating old streets; evidence of ownership in disputed boundary lines. Surveying problems.

Arithmetic. Including common and decimal fractions, percentage, square root, mensuration of rectangular surfaces and solids.

Sample Questions.

1. Change the following lengths to feet and inches, giving the answers to the nearest eighth of an inch: 12.56 feet; 6.82 feet; 4.20 feet.
2. Divide one and six-hundred-sixteen thousandths by eight ten-thousandths.
3. Add $\frac{11}{14}$, $\frac{3}{10}$ and $\frac{19}{21}$, and from the sum subtract nine thousand one hundred forty-seven hundred-thousandths. *Carry the work to five places of decimals.*
4. Twenty-five thousand feet, board measure, of 2-inch plank were sent from the lumber yard to cover the roadway of a bridge 260 feet long and 42 feet wide. What per cent. of the planking was wasted?

Algebra. To and including the solution of simultaneous equations of the second degree.

Sample Questions.

1. Multiply $\frac{10\,a^3\,y}{9\,bx^2}$ by $\frac{3\,b^4\,x^3}{4\,a^3\,y^2}$.
2. Divide $x^6 - 6\,x^4 + 5\,x^2 - 1$ by $x^3 + 2\,x^2 - x - 1$.
3. There are three numbers. If we add $\frac{1}{2}$ the first to $\frac{1}{3}$ the second plus $\frac{1}{4}$ the third, the sum will be 62. Or $\frac{1}{3}$ the first plus $\frac{1}{4}$ the second plus $\frac{1}{5}$ the third equals 47. Or $\frac{1}{4}$ the first plus $\frac{1}{5}$ the second plus $\frac{1}{6}$ the third equals 38. Find the numbers.
4. Solve the equation $4\,x - \frac{14 - x}{x + 1} = 14$.
5. A rectangular plot of ground is surrounded by a walk 7 feet wide. The area of the plot and walk is 15,000 square feet, and of the walk 3,696 square feet. Find the length and breadth of the plot.

Geometry. The applicant will be expected to have such familiarity with the principal theorems of plane and solid geometry as will enable him to solve simple problems dealing with lines, angles, areas and volumes. *Demonstrations of theorems will not be required.*

Sample Questions.

1. Through the vertex of a right angle a straight line of indefinite length is drawn, lying outside the angle. What is the sum of the two acute angles thereby formed? *Give your reasoning.*

2. If the angle at the vertex of an isosceles triangle is a right angle, what ratio exists between the base and the altitude? *Give your reasoning.*
3. Supposing a tangent drawn to a circle from a given point without; show by a sketch how you would determine the precise point of tangency. *Give the reasons for your method.*
4. The bases of a trapezoid are 32 feet and 20 feet respectively. Each of the other sides is 10 feet. Find the area of the trapezoid.
5. A cubic foot of brass is drawn into a wire $\frac{1}{8}$ of an inch in diameter. Find the length of the wire to the nearest foot. $\pi = 3.1416$.

Trigonometry. Plane trigonometry, — trigonometrical functions, properties of logarithms and use of logarithmic table, solution of triangles, either right or oblique, by either natural functions or logarithms.

Sample Questions.

1. In a triangle $A\ B\ C$ the angle A is $90°$; the side $A\ B$ is 4 units long, $A\ C$ 3 units, and $B\ C$ 5 units. State, from inspection of the figure, the value of the cosine of the angle C; the sine of B; the tangent of C; the secant of B.
2. Construct on paper an angle of $53°\ 14'$ by means of its tangent (to be obtained from the tables), and explain your method.
3. Multiply 4978.3 by $(0.2916)^3$ and divide the result by $\sqrt[5]{1.985}$, using logarithms for all the computations.
4. A regular octagon is inscribed in a circle of 8 feet diameter. Compute the length of a side, using only natural functions for the angles.
5. From a point in the same horizontal plane with the base of a tower, the angle of elevation of its top is $50°\ 39'$; and from a point 100 feet further away it is $35°\ 16'$. Required, the height of the tower.

Duties. Questions relating to the implements, materials and methods used in making maps and plans. Details of plans, such as lettering titles, coloring and ornamenting; scales, north points, etc.

Methods of duplicating, preserving and cleaning plans, etc.

Tracing. Same as Division A.

Plotting. Plotting a survey by co-ordinates from field notes, inking-in plot and lettering a title.

Sample Question.

Plot accurately, on a scale of 30 feet to an inch, the survey of a parcel of land given in the following notes: —

Station.	Bearing.	Distance.
1.	N. 48° 30′ E.	213.00 feet.
2.	S. 42° 15′ E.	193.80 "
3.	S. 49° 15′ W.	162.00 "
4.	N. 82° 15′ W.	77.40 "
5.	N. 42° 45′ W.	133.20 "

Locate station one $5\frac{1}{2}$ inches from the bottom of the drawing paper and 2 inches from the left margin.

Ink-in the plot, mark the bearing and length of each side, draw a north point and letter the following title, making your own arrangement: "Plan of land in Boston belonging to John Smith, March, 1898. Scale, 30 feet to an inch."

Drawing. This subject calls for the making of a detailed drawing of an engineering structure, the whole to be finished in india ink and neatly lettered. A rough sketch will be furnished, giving the general dimensions of the structure, and such other data will be supplied as a chief draughtsman or designer in actual practice would give to his assistant to enable him to prepare a set of working drawings.

In examinations already held, the applicants have been required to make the drawings of a masonry abutment for a highway bridge.

FORMS FOR APPOINTING OFFICERS.

[The following forms are furnished for the information and convenience of officers making appointments to positions in the classified service of the Commonwealth and the cities thereof. They are furnished merely by way of suggestion, and not as forms prescribed by law to be strictly followed.]

Form for Nomination, by a Mayor, of Police Officers—Probationary Term.

I hereby nominate, subject to the approval and confirmation of the Board of Aldermen, , to be a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process, to hold said office for a probationary period of six months, as provided in the civil service rules of the Commonwealth, unless sooner discharged.

Form for Nomination, by a Mayor, of Police Officers—After Probationary Term.

, having served as a police officer for a probationary period of six months, and his conduct and capacity having been found satisfactory, I hereby nominate, subject to the approval of the Board of Aldermen, said , to be a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process.*

Form of Warrant for Police Officer appointed for Probationary Term.

This is to certify that has been appointed a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process, said appointment being made under the civil service rules of the Commonwealth for a probationary term of six months, beginning on the day of A.D. 19 .

* In cities where the ordinances provide that appointment shall be made for a limited time, it would be well to add, "to hold office for the term and according to the tenure prescribed by the laws and ordinances."

Form of Warrant for Police Officers appointed after Probationary Term.

This is to certify that , having served a probationary period of six months, as required by the civil service rules of the Commonwealth, has been appointed a police officer of the city of , with all the powers of a constable except the power of serving and executing civil process.*

Form of Notice to Persons, other than Police Officers, appointed for a Probationary Term.

This is to inform you that, under the provisions of the civil service rules, ha selected you for appointment to the position of in the for a probationary term of six months from the date when you begin service. Should your conduct and efficiency during such probationary term prove satisfactory, you will, at its close, receive a regular appointment; otherwise your appointment will cease. The salary attached to such position is at the rate of $.

This conditional appointment does not preclude prompt discharge from service at any time during such probationary term, in case of misconduct or inefficiency.

A prompt reply is requested, stating whether this appointment is accepted, and giving the earliest date when you can present yourself for service.

Notice to Persons, other than Police Officers, appointed after Probationary Term.

Your conduct and capacity, during the probationary term of six months, having been found satisfactory, you are hereby appointed a in the department [or office] at a salary of $, beginning on the day of , A.D. 19 .

Notice to Persons whose Conduct or Capacity has not proved Satisfactory during the Probationary Term.

I have to inform you that your conduct [or capacity] during your employment in department as , for a probationary term of six months, has not been found satisfactory, and that, in accordance with the terms of your original appointment, as prescribed in the civil service rules of the Commonwealth, your employment in said department will cease on the day of , A.D. 19 .

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* See note to second form.

INDEX.

INDEX.

A.

PAGE

Act, civil service 54–69
Age of persons examined 10, 21
limit of 75, 76
of female applicants for positions in Schedule A 75
of applicants for positions in Schedule B 75, 76
of call substitutes for examination 75
Aids to Fire Marshal 73
Alderman, recommendation of 58, 77
Applicants, complaints to be made in writing 95, 102
character of 74
eligible two years 80
instructions to 106
may be required to furnish additional certificates of character . . 74
may be given certificate of standing 80
may inspect their examination papers 95
must obtain 65 per cent. 79
must prove good character 74
must present themselves promptly for examination 96
qualifications of 73–76
residence and citizenship 73, 88
when excluded from examination and from the eligible list . . . 74, 78
when entitled to a hearing 74
Application 57, 76–78
date of reception 78
defective applications returned 78
false statements in 78, 88
form of 76
may be made at any time 76
must be filed at least one week before examination 118
must be on blank form 76
must be supported by certificates of good character, etc. 77, 88
must be under oath 57, 76
new application, when filed 78
not received from any vender of intoxicating liquor, or person habitually using intoxicating beverages to excess, o any person convicted of any offence against the laws within the year 58, 74, 88
not received from same person for more than two classes, except veterans 78
of veterans 77
papers may be destroyed 69
papers remain on file 102
received for two classes 78
statements contained in 57, 76
when defective, will be returned 78

Application — *Concluded.* PAGE
where filed 76, 77, 106
where special qualifications are required, may be made by non-residents 74
Appointed, but not employed 83
Appointing officers cannot receive or consider recommendations made by senators and others, except as to character and residence of applicants 58, 77
forms for 171
may summon applicants before them 83
must return papers 83
must select from those certified 59, 81, 83
request for further certification of person 82
to be furnished with the examination papers of persons certified . . 83
to report appointments 58, 84, 85
to send notice of selection, rejection, transfer, promotion, etc. . . 58, 84, 85
Appointments 10, 21, 35, 58, 83
after dismissal 84, 92
after previous service, ... 84
can be made only in accordance with rules 83
in cases of emergency 85, 91
must be reported 58, 84, 85
no person shall be appointed without requisition 81
number of veterans 10, 11, 21, 35, 38, 42, 45, 48, 50
permanent 84
probationary 84
provisional 83, 85
responsibility for 70
shall not be affected or influenced by political or religious opinions or affiliations 79
temporary service 85
temporary, without examination, for not more than ten days . . . 85
to be made from names certified 59, 81, 83
when less number made than requisition calls for 82, 90
Assessments for political purposes 60, 61
Attorney-General may file information 62

B.

Boards of examiners 6–8, 55, 71, 95
names 6–8
regulations for 95
special instructions 103
Boston police promotion 86
Boys in labor service classified 87

C.

Call men, Boston fire department 57, 75
Cambridge labor service 11, 45–47
Certificates, persons examined may have, of marking 80
Certification 81, 82, 101
additional names 82
by reason of proficiency in any special subject 81
confined to three highest 81
disqualified for 101
method of 82, 101
more than three times 82

Certification — *Concluded.* PAGE
of veterans who have passed examination 81
of three most eligible persons 81
of persons of one sex 82
soldier exemption law 59, 60, 77, 80
soldier preference 56, 59, 60, 81, 82
three times 82
to fill more than one vacancy 82
upon non-competitive examination 83, 84
under exemption law 59
where special qualifications are required 81
Character of applicants 74, 77
burden of proof as to 74
certificates of 74, 77
when found bad 74
Chief examiner, appointment and duties of 54, 94
Chief superintendents 56
Chiefs of police 56
Citizens, applicants must be 73
City physician to make physical examinations 80
Civil engineers 73
divisions of 157–170
Civil service act and amendments 54–69
Classification of service 71
Clerical assistance, commissioners may apply to the proper authorities . 71
Clerks, promotion of 86
Commissioners. cannot advise as to vacancies, etc. 102, 107
expenses of 54
how appointed 54
may appoint chief examiner and secretary 54
may subdivide classes 79
may summon witnesses 54
names and addresses 5
report of 5–11
salary of 54
shall keep records of all proceedings 55
term of service 54
to prepare rules 55
to report to General Court 55
to supervise and administer the rules 55
Compensation of examiners 96
Complaints may be made to commissioners 95, 102
Condition, physical, failure in 97
Conduct, criminal or infamous 74
Contributions for political purposes 60, 61
Conviction of offence against the laws within the year 58
Councilman, recommendation of 58, 77

D.

Dates of examinations 108–118
Deaths to be reported 84
Deputy superintendents 73
Discharges, to be reported to the commissioners 58, 59, 84
of laborers for cause 92
responsibility for 70
Dismissal, appointment after 84, 92

PAGE
Dismissals to be reported 58, 59, 84
Disqualifications 58, 74, 89, 92, 101
Dissolute habits of applicants 74
District police 59, 72, 75, 139
age 75
examination for 139–143
height 75
Draughtsmen 73, 157
Draw-tenders and assistant draw-tenders 73
examination for 149

E.

Education of persons examined and passed 10, 21, 35
Elections, office holders forbidden to use their official authority . . . 61
Eligibles, in Schedule A, Class 2, may also be placed in Class 1 . . . 101
instructions to 106
list open to inspection 58
persons remain two years on eligible list 80
priority of date no advantage 101, 107
prison service, names may be placed on other list 101
register of 80, 101
State eligibles may be placed on list of city in which they reside and *vice versa* 107
when may be removed from list 78
Emergency, definition of 85, 91
appointments must be reported within five days 91
temporary appointments 85
Engineers of school buildings in Boston 57, 73
in labor service classified 87
other cities 73
Everett labor service 11, 48
Examinations 9, 15–36, 79
appointing officer to be furnished with papers of persons certified . . 83
applicants must obtain 65 per cent. 79
applicants must present themselves promptly 96
commissioners may apply for temporary quarters 71
competitive 9, 15, 96
dates of 108–118
exclusion from, on account of bad character, etc. 74
for promotion 86, 97
how conducted 96
in cities other than Boston and in towns 16–21
in technical or special subjects 79
marking in 80, 98
no questions as to political or religious opinions 57, 79
non-competitive 9, 15, 36, 85, 97
notice to appear for 78, 106
number of 9, 15, 22–36
number of persons examined, passed and appointed . . . 10, 20, 21, 35
of persons not classified 87
papers may be destroyed 69
papers to be furnished to appointing officers 83
papers remain on file 102
physical 80
schedule of 108–118

Examinations — *Concluded.* PAGE
shall be practical and impartial 57, 79
special 9, 25, 27, 33, 35, 79, 98
special non-competitive 79, 98
specimens of papers 119–170
subjects of 79
tabulated statements of 22–35
time and place for, to be designated by commissioners 79
to test physical condition 80, 96
to be practical 57, 69
veterans notified first 78
when and where held 79, 108–118
Examiner, physical 6, 97
Examiners, boards of 6–8, 55, 71, 95
compensation of 96
designated by commissioners 55
duties of 95
names of 6–8
regulations for 95
special instructions to 103
when cannot serve 55
who become applicants must vacate office 96
Executive Council confirmation by 56
Exemption of veterans from examination 59
Exemptions from classification 56
Experts designated to assist at examinations 71

F.

Fall River, reserve police force 67
False statements in application papers 78
Fire service of Boston 57, 72, 75, 96, 97
applicants measured in bare feet and weighed naked 76
age, height, weight 75
age of call substitutes 75
call force 57, 75
call men certified on educational standing 97
call substitutes 75
failure in physical condition 97
minimum height 57
physical examination of 80
promotion 86
weight given in physical examination 97
Fire service, cities other than Boston 72, 75
age, height, weight 75
Foremen and sub-foremen of laborers 73, 86
examination for 150–153
Forms for appointing officers 171

G.

General average standing, must obtain 65 per cent. 79
Grading 80

H.

PAGE
Health, when ill health or physical disability may disqualify 101
Height of applicants for positions in Schedule B 75, 76

I.

Information may be filed by Attorney-General 62
Inspectors 72, 73, 123, 124, 139, 150, 153
Instructions to applicants and eligibles 106
to examiners 103
Investigations, commissioners may summon witnesses 54

J.

Janitors of school buildings in Boston 57, 73, 86, 154
in cities other than Boston 73, 157
Judicial officers, exemption 56

L.

Laborers and mechanics 10, 37–53, 57, 60, 87
age limit recognized 60, 90
applicants must renew eligibility 88
Boston 37–41
boys in service classified 87
Cambridge 11, 45–47
certificates for special service 89
certificates not received from appointing officer unless, etc. 89
cities to which rules apply 10
city must appropriate a sufficient sum 63, 87
commissioners may refuse to register 89
commissioners may require examinations 89
discharge for cause 39, 43, 46, 49, 51, 92
Everett 11, 48, 49
in cities 60, 63
method of registration 88, 89
must produce certificates as to character and capacity 88
must be citizens and residents six months 88
name restored to register 91
New Bedford 11, 50–52
Newton 11, 53
not to be employed in labor other than that for which certified . . 92
number registered, certified and appointed 37–53
number of veterans registered and appointed 37–53
preference of veterans 89, 90
registrar of 54, 95
registration and certification, when discontinued in cities 87
registration, selections, etc. 57, 88–91
reinstatement 92
requisitions for 89
requisitions for young men 60, 90
selection from certified list 90

Laborers and mechanics — *Concluded.* PAGE
selection in cases of emergency 91
suspension for six months 91
tabulated statement 37–53
transfer of 91, 92
veterans must produce certificate of service in army or navy 89
veterans, registration and employment of 89–92
when discharged for incompetence, etc. 92
when failed to respond after notification 91
Worcester 11, 42–44
Law, civil service 54–69
Liquor, no application received from a person habitually using, to excess . 58, 74
city shall not pay for 62
use of 58, 74
venders of 58, 74

M.

Marking and grading 80,98–100
Massachusetts Reformatory, officer in county jail may be transferred to . 64
Mechanics and laborers 10, 37–53, 57, 60, 87
Medal of honor 59, 77
Messengers 72, 127
examination for 127
Metropolitan park police, qualifications 75
Milton, town of, police and fire departments classified 66
Military service, restoration after 60
Moral qualifications 74

N.

Natick, police and fire forces 68
New application, when can be filed 78
New Bedford labor service 11, 50–52
Newton labor service 11, 53
Non-competitive examinations 9, 15, 36, 83, 84, 97
Non-residents, when may be examined 74
Notice of selection, appointing officer to send 58, 84, 85, 91

O.

Office boys 72
Office-holders forbidden to use their official authority and influence in certain cases 61
Officers of department 5
Offices not classified 56, 87
not included in rules, applicants may be examined 87
Official authority, corrupt use of 60, 61

P.

Penalty for violations of rules 62
Permanent appointments after probation 84
Physical examinations, commissioners will provide for 80
by whom made 80, 97
blanks 129, 133, 135, 138, 142, 146, 148
condition shall not fall below 65 per cent. 97
condition, failure in 97

PAGE
Physical examinations, defect, physical 101
for State Prison and Massachusetts Reformatory applicants . . . 97
how marked 97
incapacity 101
Physical examiner 6, 97
Plumbing inspectors, examination for 10, 35
Police of Boston 72, 76, 86, 96, 97
applicants measured in bare feet and weighed naked 76
applicants who fail in physical examination 97
age, height, weight 76
failure in physical condition 97
promotion 86
weight given in physical examination 97
Police of other cities, age, height, weight 75
reserve officers 64, 72, 83
special police 72, 83
to include all doing police duty, permanently or temporarily . . . 72
Politics not to be revealed in examinations 57
Porter, Charles H., reappointed commissioner 9
Preference, veteran 56, 59, 81, 82, 86
Prison service, age of applicants 66
names of eligibles may be placed on other list 101
minimum height and weight 75
when physical examination required 97, 107
Probation 56, 84
original appointments 84
Promotion 56, 86
Boston police force 86
clerks 86
fire department 86
in classes other than Boston police 86
of veterans 86
to be reported to commissioners 58, 84
veteran preference 56, 86
Provisional appointment 83, 85

Q.

Qualifications 73
moral 74, 77
physical 80, 96, 97
special 81
Quo warranto, Attorney-General may file 62, 66

R.

Reappointment 84, 92
to same office without examination 84
Recommendations from senators and others, except as to character and residence, cannot be received or considered by appointing officers . . 58, 77
Recommendations to be preserved 55
Records open to public inspection 55
preservation of 68
Reduction in rank 70
Refreshments, wines, liquors, cigars, etc. 62
Register of eligibles 80, 101
Registrar of labor 5, 54, 95

PAGE
Registration clerks in cities 5
Regulations 94–102
commissioners to issue 70
Reinstatement 84, 92
Religious belief not to be revealed in examinations 57
Removals, responsibility for 70
to be reported to commissioners 58, 84
Report of commissioners 9–11
Report of secretary and chief examiner 15–36
Reports, appointing officer to report appointments, transfers, etc. . . . 58, 84, 85
appointing officer to report every temporary appointment . . . 85
Representative, recommendation of 58, 77
Request, by appointing officer, for further certification of person . . . 82
Requisition to be made 81
for names of veterans 81
for laborers 89
how filled 81, 82, 89
when unable to fill 83, 90
Reserve police 64, 72, 83
of Fall River, ... 67
Residents, applicants must be 73, 88
Resignation, appointment after 84
must be reported 84
Restoration to list 80
Rodmen 73, 157–160
Rules 70–93
changes shall be published 56
given general or limited application 55, 56
may be altered or rescinded 55
penalty for violation of 62
prepared by commissioners and approved by Governor and Council . 55
publication of 56
shall be published and printed for distribution 56

S.

Schedule of examinations 108–118
School committee, appointments by 56, 73
School janitors in Boston 56, 73
in cities other than Boston 73, 157
Secretary, appointment and duties of 54, 94
report of 15–36
Selection, method of 81, 83
to be made from names certified 59, 81, 83
Senator, recommendation of 58, 77
Soldiers' exemption 59, 77, 80
preference 56, 59, 81, 82, 86
Somerville fire department, appointments in 65
Special examinations 9, 25, 27, 33, 35, 79, 98
Special police 72, 83
Special qualifications 79, 81
Special subject, applicants must obtain 65 per cent. 79
certification by reason of proficiency in 81
Statements, false 78
State prison service, age of applicants 66
officer in county jail may be transferred to 64

PAGE
Stenographers 72
examination for 125
Strength tests 97
blanks 135, 148
Subdivision of classes 79
Subscription for political purposes 60, 61
Substitute officials 83
Superintendents and assistants 73
Supernumerary officials 83
Surveyors classified 73
Suspension 80, 91

T.

Teachers exempted 56
Technical subjects, examination in 79
Temporary service, appointment for 85
provisional appointment for 85
Towns, provisions of civil service act extended to 63, 73
Transfers 64, 85
of laborers 91
of policemen 85
upon non-competitive examination 85
Transitmen 73
Truant officers in Boston 57, 64, 73, 76
age of 76
examination for 156

V.

Vacancies, method of filling 81
no advice as to 102, 107
Venders of intoxicating liquors cannot apply 58, 74
Veterans exempt from examination 59, 77, 80
certification of 81
labor service, number registered and employed 10, 37–53
meaning of word veteran 59, 77
not to be removed without a hearing 59
number appointed without examination 10, 11
number examined, passed and appointed 10, 21
physical impairment 59
precedence in notification for examination 78
preference in appointments 56, 59
preference in promotions 56, 86
promotion of 86
requisitions for 81
Violations of civil service law and rules 62
Visitors 71, 72
Vouchers of character 77

W.

War, restoration to public service 60
Watchmen 72
Wines, liquors, etc., city shall not pay for 62
Witnesses, commissioners may summon 54
Worcester labor service 11, 42–44